



Position Announcement August 2025

Position:	Student Support Specialist—Dual Enrollment
Position Status:	Part-time
Application Deadline:	Open Until Filled
Primary Work Location:	Milledgeville Campus
Projected Work Schedule:	Days / up to 29 hours per week, 12 calendar months per year

A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may begin following review; the position may close at any time following August 21, 2025 based on candidate(s) selection.

Job Responsibilities:

The Student Support Specialist is responsible for providing support for functions needed to complete the enrollment and funding processes for dual enrollment students. The selected candidate will maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. The selected candidate will follow rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the College. This position may require travel within the College's service area and other travel as needed.

Major Job responsibilities include, but are not limited to the following:

- Assists with managing the GA Futures dual enrollment funding process to include the application process, communications with all parties, assurance of completion by the deadline;
- Assists with recruitment, enrollment processing, registration, and advisement as needed for the dual enrollment program;
- Communicates with internal colleagues and external stakeholders to ensure processes are finalized and students are served in an accurate and timely manner;
- Assists with processing student performance alerts through the TEAMS system and works with students to provide academic support options and information;
- Reviews and interprets applications, transcripts, and other enrollment documents;
- Understands the institution's interpretation of FERPA rules for the release of student information to faculty, parents, students, etc.;
- Maintains accurate electronic records of interactions with students;
- Participates in the orientations process for dual enrollment students;
- Stays abreast of changing institutional information including admissions requirements, new programs, course changes, deadlines, important dates, costs, transfer requirements, and state and federal funding programs;
- Engages in professional development activities including attendance at workshops, and department training sessions, and timely completion of annual online trainings;
- Stays current with computer skills;
- Participates in institutional student development and retention programs;
- Completes all assigned trainings in a timely manner;

- Completes administrative reports and other responsibilities as assigned.

Job Competencies:

- Ability to function in a fast-paced, demanding work environment
- Excellent computer skills, including proficiency with Microsoft Office programs
- Knowledge of College's admission guidelines and GSFC funding (financial aid) for dual enrollment students and associated procedures
- Knowledge and understanding of how high school and college calendars, registration, graduation requirements, and schedules work together
- Superior organizational and time management skills
- Decision making and problem-solving skills
- Skill in interpersonal relations and in dealing with the public and program stakeholders
- Oral and written communication skills

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

- Earned Bachelor's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education in a related field; **and**
 - Documented two (2) years of related work experience in a secondary or post-secondary setting
- NOTE:** *Experience may substitute for the degree on a year-for-year basis*

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented work experience in a student service role such as admissions, dual enrollment, financial aid, recruitment, high school counseling, or related areas
- Documented experience working with K-12 or higher education partnerships

Projected Work Hours/Location:

This position will work up to 19 hours per week between the hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m.; evening and/or weekend hours may be required as needed. The primary location for this position is the Milledgeville campus. Travel may be required as needed throughout the College's service area and other travel as needed.

Salary / Benefits:

The hourly gross rate for this position is \$15.50; the actual gross hourly rate will be determined by the candidate's highest qualifying degree. Part-time positions do not imply or suggest a continuance of employment or promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Part-time positions are not eligible for TRS or ERS retirement benefits, state insurance, leave, holiday pay.

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred

qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such

decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.