



Position Announcement September 2025

Position:	TEAMS Outreach Center Associate
Position Status:	Full-time
Application Deadline:	Open Until Filled
Primary Work Location:	Macon Campus
Projected Work Schedule:	40 hours per week / 12 calendar months per year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time after September 12, 2025 based on candidate selection.

Job Summary:

The TEAMS Outreach Center Associate provides academic support and guidance for students with the goal of improving student retention. Completes all assignments accurately and in a timely manner. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. This position will report directly to the Student Navigator. 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 included, but are not limited to the following:

- Working early alerts by providing individualized interventions for students facing academic barriers and personal hardships
- Making phone calls and class visits to counsel with early alerted students
- Providing referrals to internal and community resources
- Assisting Functional Team members with working alerts
- Working with faculty to ensure alerted student academic development plan is carried out
- Assisting with TEAMS data reporting
- Assisting with outreach initiatives
- Assisting with the ongoing development in locating community resources
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Job Competencies

- Ability to provide instruction to others on use of equipment or processes

- Skill in interpersonal relations and in dealing with the public
- Decision making and problem-solving skills
- Organizational skills
- Oral and written communication skills
- Skill in the operation of computers and job-related software programs
- Skill in collecting and organizing data

Location / Work Schedule:

This position will be assigned to work between the College's business hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday and 7:45 a.m. to 3:30 Friday. Additional hours or a flexible schedule to include evening and weekend hours will be required as needed. The position is assigned to the CGTC Macon Campus and is scheduled to work 12-months a year and 40 hours per week.

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

- Earned Associate degree from an academic institution accredited by an institutional accrediting agency recognized by the United State Department of Education

Or

- An earned high school diploma or equivalent with one (1) year of documented experience working in a support services role

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:*

- Familiarity with the technical college academic environment
- Documented experience working with culturally diverse students
- Documented training or providing support services to adult learners

Salary / Benefits:

The selected candidate can expect to receive a contingent offer with an annual gross salary \$36,300 to \$45,600; the actual gross salary will be determined the by selected candidate's highest qualifying degree. This position works 12-months a year and 40 hours per week and is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC 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.