



## **Position Announcement December 2023**

<b>Position:</b>	Tutor - ENGL
<b>Position Status:</b>	Part Time
<b>Application Deadline:</b>	Open until filled
<b>Primary Work Location:</b>	Macon campus
<b>Projected Work Schedule:</b>	19 hours per week / During academic term only

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held prior to January 15, 2024; the position may close prior to January 15, 2024, based on a candidate selection.*

### **Position Summary:**

The tutor provides academic assistance to the individual student or a small group of students with the primary goal of helping the student become a successful, independent learner. Although a tutor will normally have a specialty subject area, the tutor may also be expected to tutor in multiple subjects as assigned. 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.

### **Major responsibilities may include, but are not limited to the following:**

- Tutors students, in person and through the college online tutoring platform, in one or more of the following subjects: English Literature, English Composition, Technical Writing, Microsoft Office
- Finds and prepares appropriate teaching materials that suit the students' ability, goals, and interests
- Discusses student progress with appropriate staff
- Carefully listens to students and offers encouragement and support
- Maintains a positive, warm attitude that encourages students to learn
- Provides oral and written reports as required
- Performs basic administrative duties to support the daily operations of the tutoring program

### **Competencies:**

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

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

- Documented current college student with an overall GPA of 3.0 and a minimum GPA in the subject areas to be tutored  
**OR**
- An applicant that demonstrates the ability and experience in the subject field

**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 prior experience tutoring, teaching, or training adult learners.
- Documented prior experience working with culturally diverse students.
- Familiarity with the technical college academic environment.
- Minimum of 15 documented credit hours in the tutoring discipline from an institution accredited by an institutional accrediting agency recognized by the United States Department of Education

**Projected Work Hours/Location:**

The College is seeking to fill a part-time tutor position eligible to work up to 19 hours per week based on department need during the academic term only. The current opening is for the Macon campus with daytime work hours (preferred work schedule Tuesday through Friday from 8:00am until 12:30pm).

**Salary / Benefits:**

**This position is a gross hourly paid position range of \$15.00 to \$17.00; the actual hourly rate will be determined by the candidate's highest qualifying degree based on meeting the minimum and preferred qualifications.** Part-time positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a 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 or 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. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.

2. 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*)
3. 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
4. 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](mailto: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

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu)