Position Announcement
February 2026

Position: Tutor - English

Employment Status: Part Time

Application Deadline: Open until filled

Primary Work Location: Macon campus

Projected Work Schedule: 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 following review; the position may close at any time after March 4, 2026 based on candidate(s) 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' student(s), 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
- Support student learning by demonstrating knowledge of generative AI tools, using those tools as a learning support resource, and educating students on appropriate and ethical use.
- 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
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

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/Schedule:
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 and/or evening work hours.

Salary / Benefits:
The selected candidate(s) can expect to receive a contingent offer with a gross hourly range of $15.50 to $17.50; 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.

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.

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