



**POSITION ANNOUNCEMENT**  
**February 2020**

**Position:** Tutor

**Application Deadline:** March 3, 2020

**Position Status:** Part-time

**Position Description:**

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. Must be able to tutor in one or more of the following subjects Anatomy, Physiology, Medical Terminology, and Biology. 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.

**Job Responsibilities include, but are not limited to the following:**

- Tutors students in one or more of the following subjects: Anatomy, Physiology, Biology, Medical Terminology, Life Sciences.
- 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

**Job 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

**Location/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 any of the college's main campuses (Warner Robins, Macon, and Milledgeville). The position may have a work schedule comprised of day and/or evening hours. Actual tutoring times and days not yet determined.

**Minimum Qualifications:**

- Earned Associate's degree from a regionally accredited college in the tutoring specialty area(s).
- Documented completion of college-level courses in one or more of the following areas: Anatomy & Physiology, Biology, Medical Terminology, Life Sciences.

**Preferred Qualifications, in addition to minimum qualifications:**

- Documented prior experience tutoring, teaching, or training adult learners.
- Documented prior experience working with culturally-diverse students.
- Familiarity with the technical college academic environment.

**Salary / Benefits:**

This position is a gross hourly paid position; the hourly rate is between \$10-16 per hour and is determined by the candidate's highest qualifying degree. 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:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. 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, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

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) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran 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 and 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).

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