

Position Announcement August 2025

Position:	Coordinator Success Coach
Employment Status:	Full time
Application Deadline:	Open Until Filled
Primary Work Location:	Warner Robins
Work Schedule:	40 hours week / 12 months per calendar year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may begin following application packet review; the position may close at any time after August 11, 2025 based on a candidate selection.

Job Responsibilities:

The Veterans Education Coordinator provides specialized guidance and preparation for employment and education throughout the life-cycle for military and veteran customers/students. Maintain 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. Position will require travel within the college's service area and other travel as needed.

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

- Coordinates the development and implementation of SkillBridge/Accelerated Training enrollment programs between the College and assigned military installations and military partners;
- Serves as primary point of contact for and collaborates with military administrators, counselors, and staff to promote SkillBridge/Accelerated Training between military installations within the service delivery area and the college;
- Tracks data for military affiliated credit enrollees and graduates for completion/graduation from the technical college
- Assists with student success through managing TEAMS alerts and informing of student support services including tutoring and other academic support services
- Maintains up-to-date written procedures for military affiliated student enrollment;
- Coordinates with appropriate military installation management and college management to finalize SkillBridge/Accelerated Training enrollment programming within service delivery area;
- Coordinates with all appropriate college and military installation personnel in service delivery area regarding the registration and withdrawal of students in SkillBridge/Accelerated Training enrollment program;
- Provides information to potential students and their SkillBridge Counselors on SkillBridge/Accelerated Training enrollment program offerings to ensure they have adequate information to make informed decisions;

- Coordinates between military affiliated students and college personnel regarding placement testing, admissions, and financial aid to ensure seamless enrollment of SkillBridge/Accelerated Training enrollment students;
- Coordinates between military affiliated enrolled students and military installations when there is an issue regarding testing, registration, schedules, and/or grades;
- Serves as liaison with educational, industrial, military, and community partners to encourage cooperation and partnerships for SkillBridge/Accelerated Training enrollment within service delivery area;
- Works one-on-one with customers to determine career and/or educational goals;
- Counsels students and community clients with disabilities in areas for career, education, and personal planning;
- Assists students and community clients with resume development and job searching strategies;
- Schedules, develops, teaches workshops to community clients and students;
- Completes all trainings in a timely manner
- Other responsibilities as assigned.

Job Competencies:

- Ability to function in a fast-paced, demanding work environment
- Knowledge of college's admission guidelines and GSFC funding (financial aid) for military affiliated students and associated procedures
- Knowledge and understanding of how college calendars, registration, graduation requirements, and schedules work together
- Superior organizational and time management skills
- Skill in the operation of computers and job-related software programs
- 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
- Documented two (2) years of work experience in a secondary or post-secondary setting

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, financial aid, recruitment, or related areas
- Documented work experience working with military and veteran students
- Documented work experience working in higher education

Projected Work Hours/Location:

This position generally works normal day hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. Additional hours or a flexible schedule to include evening and/or weekend hours will be required as needed. This position will report to the VECTR Center, a unit of Central Georgia Technical College, with travel within the college's service as well as other travel as needed. This position is scheduled to work 12 months per calendar year and at 40 hours per week.

Salary / Benefits:

Annual gross salary range of \$46,080 (Bachelor's degree) to \$51,204 (Master's degree); actual annual gross salary will be determined by the candidate's highest qualifying degree based on meeting published minimum and preferred qualifications. This is a fulltime position scheduled to work 12 months per calendar year at 40 hours per week. This position 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. 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: cjohnson@centralgatech.edu.

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