## POSITION ANNOUNCEMENT

**POSITION:** CIST Lab Tutor for CIST Programming students

**POSITION DESCRIPTION**: Part-time position based on semester system. This is an open-ended announcement. Each semester applications will be reviewed. Responsibilities are centered on assisting all CIST Programming students with their lab work and coursework. Employment is virtual via Microsoft TEAMS as well as in person at the Marietta and North Metro campuses.

**NOTE: Lab tutor positions are temporary, part time positions of employment appointed on a per academic term basis.**

**MINIMUM QUALIFICATIONS:**

* Completion of CIST 2372 – Java Programming I, with a B or higher.
* Knowledge of Java, SQL, HTML and Programming Logic.
* A Working Knowledge of Microsoft Teams

**PREFERRED QUALIFICATIONS:**

* Java Programming II, with a B or higher
* A preference will be given to applicants having a Diploma or Certifications in a Programming related area.
* 3.5 GPA, especially in the CIST Programming Courses preferred.

**SALARY/BENEFITS:** Salary--$15.00 per hour. There are no State Benefits.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ www.chattahoocheetech.edu and select “**me@ChattTech**” then “**Jobs and Careers at Chatt Tech**.” For a complete file, fill out an online application, upload cover letter, resume, unofficial transcripts, and include one professional reference’s contact information. Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted. If a conditional offer of employment is made, the applicant may be subject to drug and/or alcohol testing appropriate to the position. Following the screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** multi-hire; Open until position is filled.

**ANTICIPATED OFFICIAL EMPLOYMENT DATE:**  Feb. 2024

**EMPLOYMENT POLICY:** *Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college’s accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College. As set forth in its student catalog, Chattahoochee Technical College 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(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa Warrington, 980 S Cobb Drive, C 1102B, Marietta, GA 30060, 770-975-4023,* [*Shanequa.Warrington@chattahoocheetech.edu*](mailto:Shanequa.Warrington@chattahoocheetech.edu) *and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or* [*Caitlin.Barton@chattahoocheetech.edu*](mailto:Caitlin.Barton@chattahoocheetech.edu)*.*

***A Unit of the Technical College System of Georgia.***