## POSITION ANNOUNCEMENT

**POSITION:** Lab Tutor in Electrical and Computer Engineering Technology

**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 ECET students with their lab work in the following areas: circuit analysis, digital electronics and microcontrollers, and introductory computer programming. Work location can be at either the Marietta or North Metro campus as well as online via Microsoft TEAMS.

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

**MINIMUM QUALIFICATIONS:**

* Completion of or currently in process of completing ECET 2121.
* A grade of B or higher in the following courses: ENGT 1000, ECET 1102/1102L, ECET 1111/1111L, ECET 1191, ECET 2102/2102L. ECET 2111/2111L
* Knowledge and expertise in ECET courses, Circuit building & the Arduino Platform

**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 three professional references’ 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 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* *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**.*

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