## POSITION ANNOUNCEMENT

**POSITION:** Lab Tutor in Esthetician (Monday – Thursday, 2:30-8:30 pm)

**The candidate selected for this position will be a Lab Tutor for the Esthetician program.**

**Principal assignment:Mountain View Campus.Employment is with Chattahoochee Technical College, not with a specific campus.**

**NOTE: Lab Tutor positions are temporary, part time positions of employment appointed on a per academic term basis. Therefore, your employment is limited and there is no expectation that your association with Chatt Tech will extend beyond this term.**

**POSITION DESCRIPTION**: This is a part-time position based on a semester system. It is an open-ended announcement. Applications will be reviewed each semester. Responsibilities center on assisting all ESTH students with their lab work and coursework.

**MINIMUM QUALIFICATIONS:**

* Completion of ESTH coursework through ESTH 1070

**PREFERRED QUALIFICATIONS:**

* Active Georgia State Board of Cosmetology Esthetician License

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

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ www.chattahoocheetech.edu and select “me@Chatt Tech” 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 conditional offer of employment is made, 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:** **Open until the position is filled. Screening will begin immediately.**

**ANTICIPATED EMPLOYMENT DATE:**  **As soon as filled**

**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).  This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment & Opportunity Act of 1998 (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa Warrington, 980 South Cobb Dr, Building C 1102B, Marietta, GA 30060, (770) 975-4023 or Shanequa.Warrington@chattahoocheetech.edu and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A100, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu

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