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## POSITION ANNOUNCEMENT

**POSITION:** Lab Tutor in Welding and Joining Technology program:

Bartow County College Career Academy Campus

**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 the Welding department in maintaining the welding lab as well as assisting students with their lab and coursework.

**MINIMUM QUALIFICATIONS:**

* Knowledge, work experience, and demonstration of the following areas of study
  + Complete knowledge of oxy-fuel cutting techniques
  + Recognition of safe operating practices in lab
  + Demonstration of math skills
  + Degree of proficiency with Lathe and mill

**Preferred Qualifications**:

* Diploma in Welding & Joining Technology or related field
* 2 or more years of work experience in the Welding Industry

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

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Contact Us” then “CTC Jobs.”  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-ended

**ANTICIPATED EMPLOYMENT DATE:**  Until 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, Brannon Jones, 980 South Cobb Dr, Building C 1102B, Marietta, GA 30060, (770) 975-4023 or* [Brannon.Jones@chattahoocheetech.edu](mailto:Brannon.Jones@chattahoocheetech.edu) *and Chattahoochee Technical College Section 504 Coordinator, Mary Frances Bernard, 980 South Cobb Drive, Building G1106, Marietta, GA 30060, (770) 528-4529 or* [maryfrances.bernard@chattahoocheetech.edu](mailto:maryfrances.bernard@chattahoocheetech.edu).

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

***Job Description Follows:***

**Job Description**

**Lab Tutor**

**POSITION TITLE: DEPARTMENT:** Lab Tutor, Welding

**RESPONSIBLE TO:** Full-time Faculty & Associate Dean of Technical Studies & Engineering Technology

**JOB OBJECTIVES:** Part-time position based on semester system. Responsibilities are centered on assisting the Welding department in maintaining the welding lab as well as assisting students with their lab and coursework.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist students with their coursework and lab work.
2. Assist Faculty during lab hours
3. Assist Faculty in setting up and maintaining classroom and lab
4. Other duties assigned by faculty.

**JOB STANDARDS:** As defined by the Technical College System of Georgia *Terms and Conditions of Employment.*

**EQUIPMENT/DATABASES/SOFTWARE:** Welding lab equipment as required.