



**Adult Education Integrated Education and Training (IET)  
and Workplace Literacy Specialist  
Full Time  
Whitfield Murray Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Integrated Education and Training (IET) and Workplace Literacy Specialist to support all campuses and adult learning centers. The position will be located on the Whitfield Murray Campus but will be required to travel to other campuses to meet operational requirements. The selected candidate will be instrumental in devising, implementing, and supervising Integrated Education and Training (IET) instruction, aimed at providing adult learners with vocational training, contextualized basic skills education, and workforce skills preparation; and play a critical role in establishing and managing effective WPL partnerships and services with local businesses. This role requires coordination with educational institutions, training providers, workforce agencies, and employers to develop and maintain programs that meet the educational and employment needs of both employers and employees. This position will report to the Instructional Coordinator. The position typically works Monday through Thursday, including day and evening hours. Position and hours based on funding and enrollment.

**Duties/Responsibilities:**

- Develop and implement effective IET programs, intertwining adult education with technical and vocational training through strategic instructional design, ensuring creation of quality Single Set of Learning Objectives (SSLO) and lesson plans.
- Proactively establish and nurture relationships with local workforce partners, businesses, and industry sectors to understand the current labor market's demands.
- Develop and execute an outreach, recruitment, and intake plan for adult learners (ABE, ELL, IELCE) interested in obtaining industry credentials within the adult education program.
- Collaborate with businesses and employers to identify their workplace literacy needs and develop customized WPL programs.
- Assist with establishing Workplace Literacy classes.
- Work with Adult Education instructors, Career Services Coordinator, and training providers to design curriculum that aligns with training goals and employer requirements.
- Monitor and evaluate the progress of IET and WPL programs, making necessary adjustments to improve outcomes.
- Manage the ongoing operations of IET and WPL.
- Maintain accurate records and reports related to IET and WPL programs.
- Ensure compliance with state and federal regulations related to adult education and workforce training.
- Stay up to date on IET and WPL best practices and funding opportunities.

**Competencies:**

- Proficient in program evaluation and development.
- Strong presentation, organizational, and leadership skills.
- Excellent communication and interpersonal abilities.
- Strong project management skills.
- Ability to work collaboratively with a diverse range of stakeholders.
- Proficient in data analysis and reporting.

- Skilled with Microsoft Office Suite
- Ability to travel within/across Service Delivery Area (SDA).

### **Minimum Qualifications:**

Bachelor's degree in education, Adult Education, Workforce Development, or a related field \*and\* one (1) year of related work experience.

### **Preferred Qualifications:**

Knowledge of Adult Education policies and procedures.

### **Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** \$45,760 per year

### **Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401k & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employer's Retirement System of Georgia.

**Application Deadline:** Open until filled.

### **Application Process:**

All application packets MUST be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

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

### **Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with 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 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. Title IX and Equity Coordinator: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, [lmcentire@gntc.edu](mailto:lmcentire@gntc.edu).