



**Adult Education Instructional Assistant  
Part Time  
Gordon County Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Adult Education Instructional Assistant to be located on the Gordon County Campus and will be required to travel to other campuses to meet operational requirements. This position will report to Derrick McDaniel, Director of Instruction. The Adult Education Instructional Assistant is responsible for assisting instructors with providing education and/or training to adult education students to include adult basic education (ABE) and English as a second language (ESL) support. The position typically works Monday through Thursday from 8:00am to 1:00pm. This position requires an on-campus work environment presence and does not offer a telework option.

**Duties/Responsibilities:**

- Assist instructors with classroom presentations;
- Assist instructors in maintaining an effective learning environment;
- Complete documentation of student progress;
- Perform various types of clerical tasks to assist instructors;
- Request and maintain assigned classroom supplies, materials and equipment;
- Assist individual students and/or groups in the learning environment;
- Maintain a secure classroom environment;
- Assist the instructors in contacting students for retention purposes;
- Proctor assessments; Maintain appropriate test administrator certifications;
- Other duties as assigned.

**Competencies:**

- Skill in oral and written communication
- Knowledge of various Assessments and allowable materials
- Ability to assist students individually or in groups
- Ability to maintain accurate records
- Ability to prepare lesson materials
- Ability to operate workroom machinery such as copiers, scanners, shredders, etc.

**Minimum Qualifications:**

The successful candidate will possess an Associate's Degree in a related field, and have prior classroom management experience in an educational or training setting. Note: Experience may substitute for the degree on a year-for-year basis

**Preferred Qualifications:**

The successful candidate will possess a Bachelor's Degree in a related field, and have prior experience assisting in an adult education multi-level classroom.

**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:** \$18.50 per hour

**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 Employee'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).