



Adult Education Workplace Literacy Specialist
Part Time
Gordon Campus

Georgia Northwestern Technical College is seeking qualified applicants for the position of Adult Education Workplace Literacy Specialist to be located at the Gordon Campus. The position may require travel to other campuses to meet operational requirements. This person is responsible for implementing and monitoring the Adult Education Workplace Literacy instructional program for adult learners preparing for a High School Equivalency or English as a Second Language Acquisition. The Specialist is responsible for assisting with all Workplace Literacy classes and initiatives, student follow up and working with business partners to ensure training meets the local workforce needs. The specialist will plan, implement and conduct instructional activities for adult learners participating in Workplace Literacy opportunities and will maintain attendance, assessment and follow up data for reporting purposes.

Required Qualifications: This position requires a Bachelor's degree from a regionally accredited college or university and two years related experience in teaching or training non-native speakers of English

Preferred Qualifications: The preferred candidate will have a Master's degree from a regionally accredited college or university and experience developing community and employer partnerships.

Starting Salary: \$20.00 per hour. This position is up to 28 hours per week. The work schedule will be Monday -Thursday morning/afternoons. Position and hours based on funding and enrollment.

Application Process: All application packets MUST be completed via the GNTC Online Job Center at 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 reference contact information, and transcripts if applicable. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to being hired for any position with our college. 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 applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.

