



**Program Assistant for Nursing  
Full Time  
Gordon- Floyd/Walker County Campus**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Program Assistant for Nursing to be located on the Gordon County Campus and will require travel to other campuses to meet operational requirements. This position will report to the Dean of Nursing and Health Technologies. This position is responsible for all the competitive admissions processes for CNA, Practical Nursing, and Registered Nursing programs. The position of Program Assistant will also be responsible for student advising, clerical support of all nursing programs, working with nursing program directors, and aid in support of the Nursing Program Administrator and Dean of Nursing and Health Technologies. The work schedule consists of 40 hours per week on campus.

**Required Qualifications:** High School diploma and work experience in a supportive role in a related field.

**Preferred Qualifications:** Associates or Bachelor's Degree in Business/ Health Administration or related field of study.

**Starting Salary:** \$34,000 - \$36,000

**Benefits:** Benefits include 13 paid State holidays, annual and sick leave, State of Georgia Benefits package that includes Health, Dental, Vision, Life, etc. We also offer two retirement plans the Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia and also offer 401K options.

**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 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**

Georgia Northwestern 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, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions can be directed to Elizabeth Barksdale, Director of Human Resources, Title IX Coordinator (Employees), Office I104, One Maurice Culberson Drive, Rome, GA 30161, at 706-295-6592; Brittany Elrod, Director of Accessibility Services, Section 504/ADA Coordinator, Title IX/Equity Coordinator (Students), Office A127C, One

Maurice Culberson Drive, Rome, GA 30161, at 706-295-6908. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.