



**Workforce Innovation and Opportunity Act
(WIOA) Assistant Coordinator
Full Time
Walker County Campus**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of WIOA Assistant Coordinator to be located at the Walker County Campus. This position assists the coordinator with the daily activities of the WIOA Program at the technical college, including supervising personnel. Occasional travel to other GNTC campuses may be required as well as occasional evening and weekend hours.

Duties/Responsibilities:

- Supervise WIOA Assistant staff.
- Perform case management and referral activities as prescribed by federal, state and local guidelines.
- Provide career counseling and job search assistance for program participants.
- Assist with determining WIOA eligibility for applicants.
- Complete enrollment application files for each participant.
- Communicate and maintain records and reports of client participation.
- Maintain required documentation.
- Establish a working relationship with colleagues, public community and partner services.
- Assist with the design and execution of special events, projects and activities as requested.
- Performs other duties assigned.

Competencies:

- Knowledge of Workforce Innovation and Opportunity Act grant requirements.
- Knowledge of program management principles.
- Skill in directing the work of personnel.
- Skill in the operation of computers and job-related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

Minimum Qualifications:

- Bachelor's degree in a related field *and* and one year of WIOA general office experience.
Note: Experience may substitute for the degree on a year-for-year basis.
- Proficient in Microsoft Office Suite including Excel, PowerPoint, Outlook and Word.

Preferred Qualifications:

- Master's degree in a related field.
- Working knowledge of the BANNER student information system.
- Three-five years of experience in an education environment.
- Experience working within a multi-campus operation.

Physical Demands:

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

Salary: \$42,000 - \$44,000

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/. 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: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.