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| **GED/HiSET Examiner - PT** |
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| **Campus:** |  |
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| **General Duties:** | Serves as a backup or assistant to the GED/HiSET Chief Examiner, supporting all testing operations; Coordinates and administers computer-based GED and HiSET exams across all SGTC testing locations, including correctional facilities (e.g., SCCI and Macon State Prison); Manages session logistics, ensuring locations are scheduled and technical equipment is fully prepared; Markets the GED/HiSET programs and promotes upcoming testing sessions through various outreach efforts; Fosters a high-performance environment through positive leadership and team-oriented practices; Stays current with industry trends by participating in training, seminars, and reviewing professional literature; Demonstrates strong work ethic, organizational commitment, and trustworthy behavior; Travel required for testing at multiple facilities, including monthly testing at Macon State Prison and occasional sessions at SGTC; Must complete Pearson VUE certification training to become an authorized test administrator; Performs other duties as assigned |
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| **Education Requirements:** | Bachelor’s degree from a regionally accredited college or university. |
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| **Minimum Qualifications:** | Extensive computer skills. Strong written and verbal communication skills. Excellent interpersonal and teamwork skills. Must be student-oriented and customer-friendly. A Valid Driver’s License is required. |
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| **Preferred Qualifications:** | Possess previous experience in teaching, training, counseling, or testing. |
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| **Compensation:** | Commensurate with education and experience. The position is part-time, temporary, and less than 10 hours per week. |
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| **Benefits:** | Does not include benefits or a promise of future full-time employment.  |
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| **Reports to:** | Dean of Adult Education |
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| **Availability** | Must be willing to work a flexible schedule, including evenings and weekends. |
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| **Application Deadline:** | October 24, 2025 |
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| **Application Instructions:** | Please complete our SGTC application on our website, [**www.southgatech.edu**](http://www.southgatech.edu) access this by clicking on the link **Careers @ SGTC**. For further assistance, call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or by emailing Erika.Carrillo@southgatech.edu or Suzanne.Singletary@southgatech.edu.  |
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| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check and MVR, shall be conducted on all candidates prior to being hired for any position with SGTC. |
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| Position Number: | **00156074** | Job Code: | **11315** |