**COSMETOLOGY LAB ASSISTANT**

**PART TIME**

**(EVENINGS)**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

Successful completion of the course(s) which are appropriate to the assignment as an assistant.

**PREFERRED QUALIFICATIONS:**

A current Master Cosmetologist License from the State of Georgia and cosmetology diploma with a minimum five (5) years of work experience in cosmetology. Post-secondary teaching experience; professional/occupational organizations; excellent communication skills and experience in online instruction (Blackboard Learn) preferred.

**RESPONSIBILITIES**:

The Laboratory Assistant works under the direct supervision of faculty members and performs routine standardized laboratory work requiring close attention to detailed procedures in the preparation and basic maintenance and operation of laboratory equipment, inventory and requisition of supplies, assisting faculty in supervision of students assigned to laboratories, and other related duties within the Cosmetology program. The assistant will be responsible for non-teaching activities necessary to sustain an educational program that prepares students for careers in the cosmetology field. Will handle administrative responsibilities and other duties as assigned.

**COMPETENCIES**:

Knowledge of pedagogical practice and theory; Knowledge of the mission of postsecondary vocational/technical education; Skill to work cooperatively with students, faculty and staff; Skill to make timely decisions; Skill in the operation of computers and job related software programs; Decision making and problem solving skills; Skill in interpersonal relations and in dealing with the public; Oral and written communication skills.

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

Applicants who are scheduled for an interview will be notified of the status of the position.

Only those who are interviewed will be notified of the status of the position. Candidates must successfully complete a criminal background investigation and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.