**COSMETOLOGY LAB ASSISTANT**

**PART TIME**

**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:**

Applicants interviewed will be notified of the status of the position. The candidates selected for this position must successfully complete a criminal background investigation and motor vehicle screening.

Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following have been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center), Assistant Director of Student Services, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center)  Special Services Coordinator, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Special Services Coordinator, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224. (Employee complaints), Director of Human Resources, Human Resources, 501 Varsity Road, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by, Vice President for Student Affairs, 501 Varsity Road, Room 700, Griffin, GA 30223, 770-228-7348.