



## Job Announcement

- Position:** Adult Education Aide
- Location:** Douglas Campus
- Department:** **Adult Education**
- Reports to:** Lead Instructor and part-time instructor
- FLSA Designation:** Part-time
- Nature of Duties:** Under the supervision of the instructor, provides instructional support to students; completes paperwork to meet deadlines, maintains student folders, conducts testing as required and miscellaneous clerical tasks to include some data entry.
- Minimum Qualifications:** **Applicants must have a high school diploma or GED diploma.**
- Preferred Qualifications:** Experience teaching/tutoring adults in educational or training setting.  
Experience working in a formal classroom in support of a teacher.  
Experience doing data entry or working within databases.
- Salary/Benefits:** \$10.00 per hour – No benefits. Maximum 19 hours per week  
Monday -Thursday 4:00 p.m. -8:30 p.m.

**This position is contingent upon funding, therefore, employment is not guaranteed from quarter to quarter.**

**Application Deadline:** Open until filled

**Method of Application:** Interested candidates should apply through electronic application system at: [www.westgatech.edu](http://www.westgatech.edu)

**Note:** Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed. Approval of employment does not constitute a contract. Continued employment is contingent upon job performance and funding.