

**Job Announcement**

**Position:** Orientation/Transitions Resource Instructor

**Department:** Adult Education

**Location:** Coweta Campus

**Reports to:** Adult Education Program Manager

**Nature of Duties:** Primary responsibilities are to support incoming ABE/GED students, providing program orientation to individuals and small groups weekly. This position will track incoming students and provide case management to them until they reach a specified number of program participation hours, with the goal being to support student retention and make the initial program entry process a positive one for students. Additionally, this position will serve to provide initial introductions to transitions activities, guiding students through various opportunities available to GED completers. This individual will work under the direction of the area Lead Instructor and the guidance of the Transitions Specialist.

**Minimum Qualifications:**

* Applicants must have a baccalaureate degree from a nationally or regionally accredited university or college.

**Preferred Qualifications:**

* Degree in an area related to adult education or general education.
* Experience teaching adults basic academic skills (reading, math, and writing) in a formal educational setting.
* Experience doing case management or client services in a social services setting.
* Basic computer skills.
* Demonstrate excellent written and verbal communication skills, human relation skills, and able to work with minimum supervision.

**Salary:** $16.00/hour – 14 hours per week –Monday/Tuesday mornings; some evenings required. Schedule is somewhat flexible.

\*This position is contingent upon funding, therefore; employment is not guaranteed from semester to semester.

**Method of Application:** Interested candidates should apply through electronic application system at: [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx). *Unofficial transcripts, resume and proof of applicable certifications/licensures are required for consideration.*

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

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do 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.