



POSITION ANNOUNCEMENT

Adult Education Services Paraprofessional (CFE)

CAMPUS: Coffee

STATUS: Temporary

POSTING TYPE: Regular posting

This position will be responsible for assisting several teachers with comprehensive educational and functional training to Adult Education students in both morning and evening classes; duties will include TABE testing, preparation of instructional materials, conducting orientation, and upkeep of students' file folders. This position is for 12 hours each week; hours vary for day and evening.

MINIMUM QUALIFICATIONS

High school graduate or equivalent and six (6) months of related work experience. Excellent verbal, written, interpersonal and organizational skills.

PREFERRED QUALIFICATIONS

Prior experience (paid or unpaid) with Adult Education Services is a plus. Computer skills are preferred.

SALARY/BENEFITS

Salary is \$10 per hour. This is a temporary position with a minimum of 12 hours per week. No promise of full time employment. Eligible for the GA Defined Contribution Plan.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: Thursday, April 19, 2018

Or Until Filled On-Going

All application packets MUST be completed via the Online Job Center at www.wiregrass.edu/about/employment.php. As a part of the application process, interested candidates will also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to being hired for any position with the college.

Equal Opportunity Employer

As set forth in its student catalog, Wiregrass 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, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Executive Director for Human Resources, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations Testing Services Coordinator, Valdosta Campus, Berrien Hall, Room 116A, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu, *student ADA student disability claims only.

**Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.

Thursday, April 12, 2018

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