



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Biology Lab Assistant/Test Proctor

Campus Location: Augusta Campus

Salary: \$20/hour (up to 20 hours per week with semester contracts)

JOB SUMMARY

The Biology Lab Assistant/Test Proctor will support the Biology Department with the proctoring of tests and assisting in ensuring the availability and storage of needed resources.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Biology or related discipline.

PREFERRED QUALIFICATIONS

Bachelor's Degree in Biology which includes course(s) in Anatomy and Physiology. Teaching experience in secondary or post-secondary education.

COMPETENCIES

- Knowledge of common equipment and supplies used in a biology lab.
- Knowledge of methods of student evaluation.
- Demonstrates competencies of common software programs (i. e. Microsoft Word, Excel, PowerPoint)
- Excellent oral and written communication skills.
- Ability to assist with technology used within the lab setting.

MAJOR DUTIES

- Proctors test/examinations for the Biology Department (theory and lab)
- Ensures tests are scheduled, labs/classrooms are ready for testing, lab equipment are ready for testing and then stored appropriately.
- Demonstrates respect for students.
- Ensures that the lab/classrooms are clean, safe, and organized; promotes safe lab practices.
- Maintains and files course documents in accordance with the College and program policies and procedures.
- Conducts periodic inventory of lab resources and assists in requisitioning of lab supplies.
- Performs other duties as assigned by the course lab instructor, the Department Chair, and/or the Dean.

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

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.