**DAP - Instructional Aide (FT - Grant Funded)**

Dougherty County Campus

Albany Technical College’s Dual Achievement Program (DAP) seeks a full-time facilitator for the position of Instructional Aide. Under general supervision, the instructional aide will be responsible for the following: assisting with the intake and orientation process, being a communication liaison between students, instructors, tutors, and the counselor; helping to monitor student progress, and assisting students with funding application and appeal procedures. Other major duties include: performing various types of clerical tasks to assist instructors, assisting instructors with preparing materials, maintaining inventory of classroom materials and equipment; as well as, other general duties and responsibilities as assigned that supports instruction and student success. The instructional aide must also have or gain a working knowledge of BlackBoard and accessing Banner from the student’s perspective. Computer skills, basic knowledge of online instructional delivery, and familiarity with learning platforms used in post-secondary education are necessary. The instructional aide will assist the instructor with maintaining a secure classroom environment (if in a traditional setting), working collaboratively with instructors and department chairs throughout the campus, and striving to contribute to the overall success of the college and its students. The instructional aide must demonstrate excellent oral and written communication skills.

**Minimum Qualifications**: The candidate MUST possess an Associates Degree in any field related to education.

**Preferred Qualifications**: The candidate MUST possess an Associate Degree in Education \*OR\* have a Bachelor of Arts degree in education.

**Physical Demands:** Work is typically performed in a classroom setting with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx>. 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. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. 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. Albany Technical College is an equal opportunity employer and does not discriminate on

the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***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.***

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| **Title IX Coordinator:**  Kathy Skates, Vice President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |