



## 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 Eisenhower.

### ABOUT THE POSITION

**Job Title:** Adult Education Integrated and Training (IET) and Workplace Literacy Coordinator (WPL)

**Job Code:** 11213

**Campus Location:** Augusta Campus

**Salary:** \$49,920.00; commensurate with education and work experience.

### JOB SUMMARY

The selected candidate will be instrumental in devising, implementing, and supervising the Integrated Education and Training (IET) component, aimed at providing adult learners with a cohesive blend of vocational training, contextualized basic skills education, and workforce skills preparation; and play a critical role in establishing and managing effective WPL partnerships and services with local businesses. This role requires coordination with educational institutions, training providers, workforce agencies, and employers to develop and maintain programs that meet the educational and employment needs of both employers and employees, ultimately leading students on a meaningful career pathway.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Education, Adult Education, Workforce Development, or a related field.

### PREFERRED QUALIFICATIONS

Must have at least three to five years paid work experience teaching K-12 or Adult Education classes; Must have a strong understanding of Standards Based Classroom. Must be proficient at lesson planning and differentiated instruction. Must have a strong understanding of K-12 reading, writing, and math skills including Algebra and Geometry; Must have the ability to plan, organize, and coordinate work assignments. Must be computer literate (i.e., proficient with Microsoft Office). Must have the ability to meet deadlines for weekly reports and implementing good time management skills in the classroom.

## COMPETENCIES

- Proficient in program evaluation and development.
- Strong presentation, organizational, and leadership skills.
- Excellent communication and interpersonal abilities.
- Strong project management skills.
- Ability to work collaboratively with a diverse range of stakeholders.
- Proficient in data analysis and reporting.
- Understanding of virtual meeting platforms (Webex, Microsoft Teams, Zoom)
- Skilled with Microsoft Office Suite

## MAJOR DUTIES

- Develop and implement effective IET programs, intertwining adult education with technical and vocational training through strategic instructional design, ensuring creation of quality Single Set of Learning Objectives (SSLO) and lesson plans.
- Proactively establish and nurture relationships with local workforce partners, businesses, and industry sectors to understand the current labor market's demands. Incorporate feedback and insights from these collaborations into program development and curricular adjustments.
- Serve as a liaison between the adult education program (ABE, ELL, IELCE), postsecondary education, Workforce Investment Board (WIBs), and community service agencies to provide integrated education and training services.
- Develop and execute an outreach, recruitment, and intake plan for adult learners (ABE, ELL, IELCE) interested in obtaining industry credentials within the adult education program.
- Collaborate with businesses and employers to identify their workplace literacy needs and develop customized WPL programs.
- Assist with establishing Workplace Literacy classes.
- Work with Adult Education instructors, Career Services Coordinator, and training providers to design curriculum that aligns with training goals and employer requirements.
- Monitor and evaluate the progress of IET and WPL programs, making necessary adjustments to improve outcomes.
- Manage the ongoing operations of IET and WPL.
- Maintain accurate records and reports related to IET and WPL programs.
- Ensure compliance with state and federal regulations related to adult education and workforce training.
- Stay up to date on IET and WPL best practices and funding opportunities.
- Work a flexible schedule (ex: possible Saturday or evening events)
- Attend staff meetings, local and state staff developments, and required training.
- Other duties as assigned

**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.