



## **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: Adult Education Career Service Coordinator (Full-Time)**

**Job Code: 11213**

**Campus Location: Augusta Campus**

**Salary: \$49,920.00 Annually**

*Augusta Technical College has a remote work procedure which allows full-time non-essential staff members and full-time faculty up to eight (8) hours to be completed remotely with supervisor approval. Thirty-two (32) hours must be completed on campus per week*

### **JOB SUMMARY:**

The Career Services Coordinator will assist Adult Education students in the areas of college and career readiness. The Career Services Coordinator will forge relationships with local education, training, and social service organizations that enable students to successfully transition into postsecondary education or the workforce. The Career Services Coordinator is responsible for developing and implementing strategies to recruit and retain students.

### **MAJOR DUTIES**

- Develop and implement strategies to recruit and retain students in the Adult Education Program
- Supports the intake process
- Forges relationships with local education, training, and social service organizations that enable students to successfully transition into postsecondary education or the workforce
- Connects students with wraparound services
- Guides and coaches students on potential postsecondary and career pathways
- Fosters students' self-efficacy and persistence in reaching their academic and career goals through regular communication and goal setting.
- Conduct student orientation
- Host workshops and other opportunities to learn about best practices as it relates to school success
- Assists students with applying for High School Equivalency Grant Applications and Scholarships

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- Assist with IET (Integrated Education and Training) program
- Assist IET students with applying to college and applying for financial aid
- Manages and monitors Adult Education Social Media Posts
- Must be willing to work a flexible schedule to accommodate students. This includes mornings, afternoons, evenings, and occasional Saturdays. This also includes assisting online students.
- Must be willing to travel within the 5-county area to serve students (Burke, Columbia, Lincoln, McDuffie, and Richmond). This includes Correctional Facilities
- Attend staff meetings, local staff developments, and required training
- Other duties as assigned

### **COMPETENCIES**

Technology savvy, must be proficient with Microsoft Office, counseling capabilities, and excellent customer service and human relation skills.

### **MINIMUM QUALIFICATIONS**

Bachelor Degree from an accredited post-secondary institution.

### **PREFERRED QUALIFICATIONS**

A combination of education and work experience directly related to education, counseling and/or social services will be considered.

**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.**

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### **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.

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