



Position Announcement August 2024

Position:	AHA Cardiopulmonary Resuscitation Instructor
Position Status:	Adjunct
Application Deadline:	Open Until Filled
Primary Work Location:	Macon Campus (Travel required)
Projected Work Schedule:	Days/Evenings – Up to 29 hours per week during the academic term

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review and will continue until position is filled; the position may close at any time following August 20, 2024 based on candidate selection

Position Summary:

Under general supervision, provides instruction to students in Cardiopulmonary Resuscitation and First aid courses. Demonstrates the use of appropriate teaching techniques; assisting with setup and cleanup of all equipment, use of appropriate testing and grading procedures including proper maintenance of American Heart Association rosters, and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures. Maintain American Heart Association and CGTC requirements, attend/complete mandatory professional development training. Evaluates student progress in performing CPR and First Aide. Completes all reports, rosters, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position will involve, teaching CPR and First Aide, during the day and evening classes, and will require travel to any of the instructional locations with the College's service area.

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

- Earned High School Diploma or earned GED equivalent.
- Documented current Basic Life Support Instructor Certification from the American Heart Association (AHA)

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented current Pediatric Advanced Life Support Instructor Certification from the AHA
- Documented current Adult Advanced Life Support Instructor Certification from the AHA

Projected Work Hours/Location:

Position will be assigned to the Macon campus; travel as needed to facilitate instruction throughout the college's 11-county service, to include dual enrollment sites, will be required and determined based on course scheduling.

The following schedule is a projection of the work hours range; the actual schedule will be determined by the actual course schedules. Actual schedules may vary each academic term.

- Monday – Thursday: 7:45 a.m. to 4:45 p.m. and Friday: 7:45 a.m. to 3:30 p.m.
- Monday – Thursday: 5:00 p.m. to 9:00 p.m.

Salary / Benefits:

This position is paid a set fee per course rate based on a \$19 gross hourly rate per contact hour. May include additional stipends for student contact hours, orientation and training, course development, etc. Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
3. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
4. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.