



## Position Announcement May 2024

<b>Position:</b>	Career Advisor
<b>Position Status:</b>	Full time
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Macon Campus
<b>Work Schedule:</b>	40 hours per week / 12 calendar months per year

*A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may begin following the review; the position may close at any time following June 6, 2024 based on candidate(s) selection.*

### **Job Summary:**

The Career Advisor counsels and advises students in choosing a career path and securing employment upon graduation; assists students with resume writing, conducting mock interviews, and job fairs. Maintains 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 Responsibilities may include, but are not limited to, the following:***

- Administers and interprets aptitude and proficiency tests in accordance with procedural guidelines
- Guides students in identifying potential career choices
- Participates with the Workforce Innovation & Opportunity Act (WIOA)
- Ensures job search plan is completed according to program guidelines and is appropriate for student's occupational choice
- Refers students to the appropriate specialized staff for such issues as financial aid assistance, career advisement, admissions procedures, business office questions
- Arranges and approves employer visits to campus for recruiting and/or interviewing students for job vacancies utilizing strength-based approach to assess work needs
- Arranges and supports the employer/student in participating in a situational assessment at the job site
- Hosts annual career fairs for graduating students at specified times. Encourages local employers to attend
- Matches student qualifications with employer needs
- Contact employers for referral and follow-up with specified time limits
- Demonstrates to students how to gather employment information from classified advertisements and the local Department of Labor office

- Maintains up-to-date and accurate employer contact file to properly represent available workforce to students
- Post job opportunities in accordance with employment laws, rules and regulations
- Communicates employer needs to students
- Ensures that job orders and announcements are completed correctly and in accordance with rules and regulations
- Establishes, updates and maintains student/employer files
- Conducts presentations in a professional manner
- Compiles materials appropriate for intended audience
- Participates in community services and activities in accordance with technical college guidelines
- Provides specific program information through newspaper, radio, television and/or other media advertisement
- Completes and distributes reports in an accurate and timely manner and in accordance with program guidelines and department procedures
- Serves as a student advocate with appropriate
- Keeps abreast of changing institutional information including admission requirements, new programs, course changes, deadlines, important dates, costs, expanding facilities, updates in college-wide initiatives, transfer requirements, and state and federal mandates
- Keeps abreast of workforce development laws and regulations and technical college policies and procedures
- Engages in professional development activities, including but not limited to memberships in professional organizations, attendance at conferences, workshops, division and department training sessions.
- Serves as a resource for faculty/staff
- Participates in institutional student development and retention programs
- Completed all assigned trainings in a timely manner
- Other responsibilities as assigned

**Job Competencies:**

- Skilled in the operation of computers and job related software programs
- Skilled in interpersonal relations and dealing with the public
- Skilled in test administration and interpretation
- Oral and written communication skills
- Decision making and problem solving skills
- Organizational skills
- Knowledge of federal, state and local guidelines
- Knowledge of job readiness and job development procedures

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

- Earned Bachelor's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented two (2) years of work-related experience

**Preferred Qualifications, in addition to the minimum 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 relevant work experience in academic or student support environment
- Documented experience with diverse students
- Documented experience tutoring, teaching, or training learners.

**Position Location / Work Hours:**

This position generally works normal day hours of 7:45 a.m. to 4:45 Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evening hours will be required as needed. Position is anticipated to be located at the Macon campus, with possible travel to other college campus locations and additional travel as needed. This position will work all 12 months per calendar year and at 40 hours per week.

**Salary / Benefits:**

**The target annual gross compensation rate for this position is \$41,652 (Bachelors) to \$45,732 (Masters), actual annual gross rate will be determined by the candidate's highest qualifying degree.** This position is eligible for state benefits to include retirement, insurance benefits, leave accrual and holiday pay. The College is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**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.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. 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*)
4. 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
5. 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](mailto: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](mailto:cjohnson@centralgatech.edu).

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