



Position Announcement September 2024

Position:	Cashier
Employment Status:	Part-time
Application Deadline:	Open Until Filled
Primary Work Location:	Macon Campus
Work Schedule:	Days / up to 19 hours per week

A review of the completed application packets may begin upon receipt. The position may close at any time following September 12, 2024 based on candidate(s) selection.

Position Summary:

The Cashier is responsible for performing transactions and customer service duties for the college. 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 may require travel to the college's service area and other travel as needed. Attends/completes all professional development training; Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and applicable accreditation standards.

Major Job responsibilities may include, but are not limited to the following:

- Receives cash, checks and/or money orders from students for tuition and miscellaneous fees
- Balances receipts and posts to accounting records;
- Obtains routine billing information from the outside agencies that pay student tuition, fees, etc. and performs billing functions;
- Prepares and mails statements of accounts and/or other routine mail-outs;
- Maintains billing and related files and records;
- Prepares bank deposits;
- Assists with all New Student Registration Sessions;
- Performs limited, routine general clerical duties such as typing, answering the phone and/or related duties;
- Maintains college's petty cash fund
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Competencies:

- Knowledge of computers and job-related software programs
- Knowledge of customer service standards

- Interpersonal skills

Scheduled Work Hours / Location

Weekly work hours are limited to a maximum of 19 hours; actual work schedule will be based on need. Additional hours or a flexible schedule to include evening and/or weekend hours may be required as needed. Position is assigned to Administrative Services and will be located at the Macon campus with possible travel to other college campus locations as needed.

- Monday through Thursday: 1:15 p.m. to 6:00 p.m.

Hours may be available for future scheduling as needed to work between 7:45 a.m. to 6:00 p.m. Monday through Thursday and 7:45 a.m. to 3:30 p.m. Friday.

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

- Earned High School Diploma or earned equivalent
- Documented six (6) months documented work-related experience

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 completion of one basic accounting course at either the high school or post-secondary which provided training in accounting clerical areas **OR** one year of documented experience performing clerical tasks which provided some training in accounting clerical areas
- Documented work experience in post-secondary education.

Salary/Benefits:

Hourly gross salary rate of \$15.50. This is a part-time position eligible to work up to 19 hours week based on department needs. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is not eligible for TRS/ERS retirement benefits, state insurance, leave accrual 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.

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.

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 polices 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.