



Position Announcement May 2024

Position:	Facility Event Worker
Position Status:	Part Time
Application Deadline:	Open Until Filled
Primary Work Location:	Warner Robins Campus
Projected Work Schedule:	Up to 29 hours per week / 12 calendar months per year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time after June 6, 2024 based on a candidate selection.

Position Summary:

The Facility Event Worker will execute all event setup of tables, chairs, staging, etc.; technical requirements; opening meeting rooms; and maintaining awareness of event schedule. Responsible for resetting spaces after events/meetings and maintaining neat and clean appearance of all areas and meeting rooms. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position may require travel to any of the satellite locations with the College's service area. This position requires a flexible schedule and may require work during the day and/or night or weekends as assigned.

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

- Setup and breakdown of tables, chairs, stage, etc. according to assigned layout and event details
- Custodial clean up after events
- Provide basic audio-visual assistance to customers (logging in to computer; accessing multimedia equipment; ensuring equipment is properly shut down at end of event)
- Provide on-site support during assigned events
- Provide prompt and courteous service to both internal and external guests
- Basic computer usage such as checking/responding to email, viewing calendars, etc.
- Complete all assigned trainings in a timely manner
- Other responsibilities as assigned

Position Competencies:

- Ability to read and follow directions/instructions
- Ability to lift, push, and carry heavy items
- Ability to work flexible schedules as needed
- Decision making and problem-solving skills
- Ability to work independently with minimal supervision
- Basic computer skills
- Skilled in interpersonal relations and in dealing with the public

Minimum Qualifications:

- Earned High School Diploma or earned equivalent

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 minimum of 6 months related experience

Projected Work Hours/Location:

This position will work a schedule to be comprised of day, evening, and weekend hours as needed based on event scheduling. This is a non-fulltime position eligible to work up to 29 hours per week, based on need. Position will be assigned to the Warner Robins campus and may require travel to other assigned college locations as needed.

Salary / Benefits:

Hourly gross salary rate of \$15.00 per hour. Part-time positions 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). Part-time 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.
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 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.