



Position Announcement September 2024

- Position:** Instructional Aide – Carpentry
- Employment Status:** Adjunct
- Application Deadline:** Open Until Filled
- Primary Work Location:** Macon Campus
- Work Schedule:** 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; the position may close at any time after September 25, 2024 based on candidate(s) selection.

Position Description:

Under general supervision, the Instructional Aide assists instructors with providing education and/or training to technical college students in a technical, trade and/or industrial lab setting. May also monitor students in a telepresence environment. Completes all assignments in a timely manner and maintains accurate records. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and Manual and other policies and procedures established by the institution. This position will report directly to the Engineering Technology Program Chair.

Major Responsibilities include, but are not limited to the following:

- Assists instructor with classroom presentations
- Assists instructor in maintaining an effective learning environment
- Completes documentation of student progress
- Performs various types of clerical tasks to assist instructor
- Prepares materials, exhibits, equipment and demonstrations
 - Requests and maintains assigned classroom supplies, materials and equipment
- Tutors and assists individual students in the learning environment
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Physical Demands:

Instructional Aide responsibilities are typically performed in a classroom/lab environment with the employee intermittently sitting, standing, walking, bending, pushing, and pulling for three (3) – four (4) continuous hours at a time. The employee frequently lifts/carries objects that weigh 25lbs. Lab responsibilities are typically performed in an industrial setting and require that the employee stand/or walk for up to six (3) hours.

Projected Work Hours / Location:

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45, Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Position is projected to be located at the Macon Campus with travel to other college campus locations as needed, including dual enrollment high school sites.

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

- Earned GED or High School Diploma

Preferred Qualifications, in addition to 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:*

- Earned Industry certification **or** an earned technical college credential in trade/industry or related field
- Documented working knowledge of safety practices in a trade/industry lab setting
- Documented experience with teaching or learning in a distance education environment
- Documented teaching experience at a secondary or post-secondary level in a CTAE/trade/industry discipline.

Salary/Benefits

This position is paid a set fee per course rate based on a \$15.50 to \$16.50 gross hourly rate per contact hour, based upon education and experience. May include additional stipends for student contact hours, orientation and training, 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. CGTC 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

Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed or religion, military status, national or ethnic origin, sex, age, or disability.

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 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.