



Position Announcement March 2025

Position: Instructional Aide - Welding Programs

Application Deadline: Open Until Filled

Position Status: Full Time

Primary Work Location: Macon Campus

Work Schedule: 40 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 following March 24, 2025 based on candidate 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. 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. This position will report directly to the technical or trade/ industry division head. Position may require travel to college campus locations as needed, including dual enrollment high school sites.

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

- Monitor students in skilled trade and industry classroom and labs
- Assist faculty with laboratory and classroom safety and management
- Maintain and cleans classroom and laboratory
- Monitor and maintains classroom/lab supplies and equipment
- Monitor students in telepresence learning environment
- Provide substitute teaching coverage as needed
- Complete assigned trainings in a timely manner
- Other responsibilities as assigned

Projected Work Hours / Location:

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45 p.m., 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. Position may be assigned to additional scheduling to include day/evening and/or weekend as needed.

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

- Earned High School Diploma or earned equivalent

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:*

- Demonstrated knowledge of welding processes and the applicable safety requirements
- Earned Industry certification **OR** an earned technical college credential in Welding or trade/industry related field from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- 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:

Projected annual gross salary of \$33,280 (HSD or Equivalent) to \$35,604 (Associate Degree); actual salary will be determined by the candidate's highest qualifying degree level based on meeting published minimum and preferred qualifications. This is a full-time position scheduled to work 12-months a year and 40 hours per week. Position is eligible for state benefits to include insurance, leave accrual, retirement and holiday pay. CGTC 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.

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

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

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

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics 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.