



Position Announcement July 2024

Position:	Instructional Aide/Lab Assistant
Position Status:	Full Time
Application Deadline:	Open Until Filled
Primary Work Location:	Macon Campus (other locations as needed)
Projected Work Hours:	40 hours per week/ 12 calendar months per year

A review of completed application packets may begin upon receipt.

Position Summary:

Provides education and/or training support to CGTC faculty and college students. Serves as on-site monitor/proctor for Health Science classes (Nurse Aide). Will provide oversight to program students in the instructor's absence by performing the following tasks: prepare lab materials and maintain order and cleanliness in the lab environment. Will use observational skills to remain aware of changes in the behavior and physical condition of students; duties as assigned; Instructional Aide/ Lab assistant will not be responsible for teaching, preparing lesson plans, developing course syllabi, goals or objectives. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Maintain 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. Reports to the Dean of Health Sciences.

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

- ✦ Earned High School Diploma or earned equivalent
- ✦ Documented, earned college credit in health-related course or documented equivalent work experience in health field
- ✦ Documented knowledge of laboratory techniques, equipment and terminology

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:*

- Earned college credential in a health-related field from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented teaching experience at the postsecondary level

- Documented Active BLS Provider cards

Projected Work Hours/Location:

This position generally works normal business day hours of 7:45 a.m. to 4:45 p.m. Monday-Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Hours may be adjusted to align to high school schedule. Position will be assigned to the Putnam County Center and high school and may require travel to any of the locations within the College's service area. This position will work all 12 calendar months per year and at 40 hours per week.

Lab assignments may include required travel to one or more campus/site locations, to include dual enrollment programs and assigned locations, or any combination thereof, and may include a combination of face-to-face and distance instructional delivery methods. Lab assistants may be assigned to any campus/site based on the business needs of the college.

Salary / Benefits:

Target annual gross salary range is in the low to mid \$30s. Actual salary to be determined the candidate's highest qualifying degree based on meeting published minimum and preferred qualifications. Position is eligible for state benefits to include retirement, insurance, leave accrual 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. 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

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 of 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.