



Position Announcement March 2025

Position:	Project Assistant for Information Technology
Position Status:	Full time
Application Deadline:	Open Until Filled
Primary Work Location:	Macon Campus
Work Schedule:	40 hours per week / 12 months per calendar year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held beginning following review; the position may close at any time following April 3, 2025 based on a candidate selection.

Position Description:

The Project Assistant is responsible for coordinating all daily functions and providing professional assistance to the Information Technology department. Answering phones, coordinating itineraries, calendars and events, updating information and maintaining files, and providing stellar customer service to internal and external clients. Assists in the preparation of special reports and performs special projects for management. Ensures supplies are available to support activities and coordinates equipment installation or repairs. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position requires extensive travel within the College's service area and other travel as needed.

Position Responsibilities may include, but are not limited to the following:

- Provides professional level assistance to organization to prepare, maintain and update information;
- Maintains inventory tracking of IT items
- Prepares invoices and maintains financial records;
- Helpdesk ticket management and coordination
- Ensures supplies are available to support activities and coordinates equipment installation or repairs;
- Provides administrative support such as answering telephone; coordinating itinerary and calendar; preparing various documents using Microsoft Office Suite;
- Monitor budget revenue and expenses and prepares reports;
- Prepares various reports and distributes to appropriate personnel
- Completes all trainings in a timely manner; and
- Other responsibilities as assigned

Position Competencies:

- Knowledge and practical application of basic accounting principles
- Knowledgeable of modern office practices and procedures
- Ability to prioritize

- Skill in the operation of computers and job-related software programs
- Decision making and problem-solving skills
- Skill and ability to perform complex and varied duties
- Skill in interpersonal relationships and in dealing with the public
- Oral and written communication skills
- Working knowledge of excel spreadsheets and application skills

Location/Schedule:

This position will primarily work the College's normal day hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday and 7:45 a.m. to 3:30 p.m. Friday. A flexible schedule or additional hours to include evenings and/or weekends as needed. Position will be assigned to the Macon campus with travel as needed within the college's service area and additional locations. This is a full-time position scheduled to work twelve (12) months a year and 40 hours per week.

Minimum Qualifications:

- Earned High School diploma or earned equivalent
- Documented two (2) years of work-related experience

Preferred Qualifications, in addition to minimum qualifications:

- Earned Associate's degree in business or closely related field from an institutional accrediting agency recognized by the United States Department of Education

Salary / Benefits:

The selected candidate can expect to receive a contingent offer with an annual gross salary of \$33,280 (HSD/Equivalent) to \$35,604 (Associate); actual annual gross to be determined based on the candidate's meeting published minimum and preferred qualifications. This is a full-time position scheduled to work twelve (12) months a year and 40 hours per week. Position is eligible for 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. 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: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.