



## Position Announcement August 2024

<b>Position:</b>	Student Affairs Assistant
<b>Position Status:</b>	Part-time
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	To Be Determined
<b>Work Schedule:</b>	40 hours per week / 12 calendar months per year

*A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time after August 30, 2024 based on candidate(s) selection.*

### **Position Description:**

The Student Affairs Assistant is responsible for performing administrative and clerical duties in support of the Student Affairs program, specifically the Special Populations department. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position will require travel to any of the locations with the College's service area and other travel as necessary.

### **Position responsibilities may include, but are not limited to, the following:**

- Provides secretarial and clerical duties in support of the student affairs programs.
- Assist with information sessions and tours for prospective students
- Assist campus life staff with scheduled activities and events
- Greets visitors and/or students and determines the nature of their business and provides appropriate information or refers to appropriate personnel.
- Assists with career fairs, information fairs, and other recruitment events
- Maintains inventory of campus life and athletic equipment and supplies.
- Completes all trainings in a timely manner
- Other responsibilities as assigned

### **Competencies:**

- Knowledge of the mission of postsecondary technical/education
- Knowledge of the admissions process and related TCSG policy and procedures
- Skilled in the operation of computers and job-related software programs
- Oral and written communication skills
- Skilled in interpersonal relations and dealing with the public
- Knowledge of department and college policies and procedures

**Location / Work Schedule:**

This position will be assigned to the Macon campus and will have a work schedule during the hours of 7:45 a.m. to 7:00 p.m., Monday to Thursday and 7:45 a.m. to 3:30 Friday. May require a flexible schedule to include day/evening and/or weekend hours with travel to additional locations and other travel as needed. This position is eligible to work up to a maximum of 19 hours per week, based on department need.

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

- Earned High School Diploma or Earned equivalent
- Documented one (1) year of work-related experience

**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 Bachelor's degree from an educational institution that is accredited by an agency recognized by the United States Department of Education.
- Documented working knowledge of the Banner student information system
- Documented work experience in a higher education setting

**Salary/Benefits:**

**\$15.50 gross per hour.** Seasonal part-time positions may work up to 40 hours per week, based, actual schedule based on need, and may have a period of employment not to exceed six (6) months during any calendar year. Seasonal part-time does not imply or suggest 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). Seasonal part-time positions are eligible for TRS membership and are not eligible for 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](mailto: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](mailto:cjohnson@centralgatech.edu).

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