



Position Announcement June 2024

Position:	Student Affairs Specialist for Admissions
Position Status:	Full time
Application Deadline:	Open Until Filled
Primary Work Location:	Milledgeville Campus
Work Schedule:	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 June 25, 2024 based on candidate(s) selection.

Position Description:

The Student Affairs Specialist is responsible for performing specialized duties in support of Enrollment Management functions. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position may require travel to any of the locations with the College's service area.

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

- Processes student admissions applications and related information and prepares student files
- Conducts information sessions for prospective students
- Interprets high school and college transcripts and makes acceptance decisions
- Keep abreast of admission policies, procedures, deadlines and important information for credit students
- Makes recruitment visits to high schools, career fairs, etc.
- Answer admissions inquiries via email, online chat, in person and phone calls
- Assists faculty with student issues regarding admissions, placement and student records
- Assists with the annual college information fair, other enrollment services and recruitment events
- Maintains inventory of admissions items and office supplies
- May assist with advisement of students during early registration, open registration and drop/add periods
- Completes all trainings in a timely manner
- Other responsibilities as assigned

Competencies:

- Knowledge of the mission of postsecondary vocational/education
- Knowledge of the admissions process and related TCSG policy and procedures
- Knowledge of basic financial aid requirements
- 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
- Decision making and problem solving skills

Location / Work Schedule:

This position will be assigned to the Milledgeville campus to work 9:15 a.m. to 6:15 p.m., Monday through Thursday and 7:45 a.m. to 3:30 p.m. Fridays. May require travel to other CGTC locations and additional hours, to include weekend hours or as needed during the business hours of 7:45 a.m. to 6:00 p.m. Monday through Thursday. This position is scheduled to work all 12 calendar months per year and at 40 hours per week.

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

- Earned Associates degree in a related field from an educational institution that is accredited by an agency recognized by the United States Department of Education.
- Documented three (3) years of work experience in a related field

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:

Annual gross salary range of \$38,100 (Associate Degree) to \$41,652 (Bachelor Degree). Annual gross salary range will be determined based on the candidate's highest degree level meeting the published minimum and preferred qualifications. This is a 12-month position working 40 hours per week. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is eligible for retirement benefits, state insurance, leave accrual and 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.

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.

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