

## Position Announcement July 2024

<b>Position:</b>	Instructor - Veterans Business Outreach Center
<b>Employment Status:</b>	Full time
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Warner Robins
<b>Work Schedule:</b>	40 hours week / 12 months per calendar year

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may begin following application packet review; the position may close at any time after July 18, 2024 based on a candidate selection.*

### **Job Responsibilities:**

The Veterans Business Outreach Center (VBOC) Instructor responsible for classroom instruction and evaluating students' progress in attaining goals and objectives for Boots to Business/Reboot courses throughout the state of Georgia. 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. Position will require extensive in-state travel as needed.

### **Major Responsibilities include, but are not limited to the following:**

- Prepares lesson plans for classroom instruction and obtains or prepares instructional materials for classroom use;
- Develops program and course outlines, goals and objectives;
- Evaluates students' ongoing progress and performance in attaining goals and objectives;
- Requests and maintains supplies and equipment;
- Prepares required budget requests;
- Maintains program certification requirements;
- Prepares and maintains all required documentation and administrative reports
- Maintains knowledge of current trends and developments in the field by attending in-service training, workshops, seminars and conferences and by reading professional literature in the related technical field;
- Maintains a secure classroom environment;
- Ensures safety and security requirements are met in the training area.
- Maintains compliance with all Small Business Administration policies and regulations
- Participates in required staff development trainings
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

**Job Competencies:**

- Skill in the use of computers and job-related software
- Skill in oral and written communication
- Skill in interpersonal relations
- Ability to adapt instructional material to fit all learning styles
- Ability to maintain accurate records
- Knowledge of effective instructional methods for adult learners
- Knowledge of community needs within Service Delivery Area

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

- Earned High School Diploma or Earned Equivalent
- Documented entrepreneurial or small business experience
- Documented one (1) year work experience related to the major responsibilities of the position

**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 Associate Degree in business or a business-related field from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented work experience working with military and veterans
- Documented work experience working in higher education
- Documented three (3) years' work experience related to the major responsibilities of the position

**Applicant recommended for hire must meet the entrepreneurial experience review by the Small Business Administration.**

**Projected Work Hours/Location:**

The College is seeking to fill a position for the VECTR Center, Warner Robins. Work schedule of 8:00 a.m. to 4:30 p.m. Monday through Friday. Position will require a flexible schedule to include day/evening or weekend hours to meet the needs of the department as well as extensive travel as needed through the state of Georgia. This position will work all 12 months per calendar year and at 40 hours per week.

**Salary / Benefits:**

**This is a grant-funded position. The annual gross salary range is expected to be in the 40's; actual annual gross salary will be determined by the candidate's highest qualifying degree based on meeting published minimum and preferred qualifications and in alignment with grant funding.** This is a fulltime position scheduled to work 12 months per calendar year at 40 hours per week. This 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. 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: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu).

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