



**Position Announcement  
November 2024**

**This position is open to current CGTC employees only**

<b>Position:</b>	Vice President for Adult Education
<b>Position Status:</b>	Full time
<b>Application Deadline:</b>	<b>November 21, 2024</b>
<b>Primary Work Location:</b>	To Be Determined
<b>Projected Work Schedule:</b>	40 hours per week / 12 calendar months per year

**Position Summary:**

Under minimum supervision, establishes adult education programs for area individuals and employers at CGTC. 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 travel within the college's service area and additional travel as needed.

**Essential Functions:**

- Advances the vision, mission, and values of the college across multiple campuses;
- Established and administers adult education programs for area individuals and employers;
- Directs and participates in the recruitment, selection, assignment, motivation and professional empowerment of assigned personnel, in an environment dedicated to enhancing student learning;
- Coordinates the development and implementation of curriculum and administers instructional services for Adult Education students;
- Oversees the administration of assessment and student placement tests for Adult Education students;
- Maintains or oversees the maintenance of all student records;
- Coordinates GED testing services;
- Manages and oversees financial/budget operation of the department;
- Reviews and approves all requests for supplies and materials, including all curriculum materials for the program;
- Communicates accurate information to department staff and outside entities; meets with outside entities for the promotion of policies and procedures and the sharing of resources;
- Promotes the adult education program to public and private organizations throughout the Service Delivery Area supporting expanded services and facilities toward a regional concept;
- Represents the department at various internal and external meetings;
- Creates and maintains a high-performance environment characterized by positive leadership and a strong team orientation;

- Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.
- Plans and organizes the unit's work to meet the College's objectives. Directs and reviews work assignments.
- Researches grants and other funding alternatives;
- Attends conferences as requested;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that impact department initiatives; and,
- Evaluates employees at scheduled intervals upon reviewing of all relevant information.

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

- Earned Master's degree from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education;
- Documented three (3) years of work experience in postsecondary education;
- Documented direct supervisory experience.

**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:*

- Senior-level administrative experience, specifically as a director or dean;
- Previous experience leading grant-based programs in a postsecondary setting.
- Knowledge of adult learning techniques and one (1) or more years' experience teaching adult learners;
- Demonstrated financial management to include budget development and oversight responsibilities and contracts and grants administration;
- Demonstrated experience in working collaboratively with faculty, staff, students and administrators.

**Projected Work Hours/Location:**

This position generally works 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. Additional hours or a flexible schedule to include evenings, and/or weekends, will be required as needed. Position assigned campus location to be determined, and will require travel to other assigned college locations/sites, Adult Education service areas and other travel as needed.

**Salary / Benefits:**

**Target gross annual salary is \$106,000 to \$117,500. 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. 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.