



Position Announcement June 2024

Position:	WIOA Career Advisor
Position Status:	Part-time
Application Deadline:	Open Until Filled
Primary Work Location:	Macon Campus
Work Hours:	19 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 following review; the position may close at any time following June 18, 2024 based on a candidate selection.

Position Summary:

The WIOA Career Advisor (Workforce Investment Opportunity Act) is directly responsible for the development and implementation of the WIOA career and case management services. This position will lead efforts to provide project management, outreach services, and participant case management. Activities include, but are not limited to, outreach and partnership development internal to the College and external with local businesses and industries; oversight of participants' occupational skills training and job placement, work ethics participation, and project performance outcomes. A high level of independent judgment is required to effectively carry out the essential duties of the job and the incumbent is expected to work cooperatively with the Middle Georgia Regional Commission staff, One-Stop partners, and CGTC personnel. The position reports directly to the Institutional Effectiveness Director for Research and Compliance with oversight by the Vice President for Institutional Effectiveness. 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 within the College's service area and other travel as needed.

Major job responsibilities include, but are not limited to the following:

- Recruit WIOA potential participants by sending emails to instructors, visiting classrooms, and distribution of information pamphlets.
- Interview and screen applicants to make sure that they meet all requirements before referral to Middle Georgia Consortium, Inc. (MGCI) for determination of eligibility.
- Conduct orientations to inform interested students of WIOA agency career placement opportunities and support services.
- Review, prepare, process and complete various reports, participant records and documents as required by the Middle Georgia Region 6 providers.
- Correspond with participants, business and industry stakeholders, college staff and faculty regarding the activity of applicants and new and changing job opportunities.

- Analyze the local labor market; determine labor needs; and performs outreach to assist in meeting those needs.
- Conduct career facilitator duties which include the compilation of occupational, educational, and economic information to aid participants in making career choices and being retained in an occupational program or work experience.
- Make determinations, under the guidance of the Region 6 staff, on participant eligibility for assistance with support services, enters eligible documentation in the appropriate databases and accurately submit and distribute participant costs.
- Perform job search and placement activities.
- Perform follow-up activities on all participants within the prescribed follow-up window.
- Attend up-to-date internal and external job-related professional development training sessions.
- Attend periodic meetings with CGTC personnel and Region 6 staff to provide updates on WIOA performance and eligibility criteria.
- Effectively and efficiently operate and manage the CGTC WIOA contract.
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Competencies:

- Knowledge of generally accepted accounting principles
- Knowledge of student accounts management practices
- Knowledge of budgeting procedures
- Knowledge of relevant federal and state regulations
- Skilled in the operation of computers and job-related software programs
- Decision making and problem-solving skills
- Skilled in interpersonal relations and dealing with the public
- Oral and written communication skills
- Organizational, project budgeting and time management skills
- Proficiency in current versions of Microsoft Office Word, Excel and Publisher

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

- Earned Bachelor's degree in a related field from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented two (2) years of experience such as in a human services agency as an employment counselor and/or workforce development and placement facilitator

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 Bachelor's degree in a social science area, education, or a related field from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented three years (3) or more work experience in the management of workforce development facilitation.

Projected Work Hours/Location:

The College is seeking to fill a part-time WIOA Career Advisor position eligible to work up to 19 hours

per week based on department need. The current opening is for the Macon campus. The hours may be flexed to include day, evenings and/or weekends as needed and may require travel to any of the locations within the College's service area and other travel as needed. This position is scheduled to work 12 calendar months per year and at 19 hours per week.

Salary / Benefits:

The hourly gross salary rate is \$21.00. Part-time positions do not imply or suggest a continuance of employment or 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). Part-time positions are not eligible for TRS or 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.

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.