## POSITION ANNOUNCEMENT

**POSITION:** Lab Tutor in CNC and Machine Tool Technology

**POSITION DESCRIPTION**: Part-time position based on semester system. This is an open-ended announcement. Each semester applications will be reviewed.

Responsibilities are centered on assisting all CNC and machine tool students with their lab work and coursework. The work location is North Metro.

**NOTE: Lab tutor positions are temporary, part time positions of employment appointed on a per academic term basis.**

**MINIMUM QUALIFICATIONS:**

* Must have completed MCHT 1119 and MCHT 1120 with a grade of “A.”
* Currently enrolled in or have completed one or more 2000-level Advanced Machine Tool courses (AMCA 21xx).
* Program GPA of at least 3.3.
* Working knowledge of manual lathe and mill operations.

**SALARY/BENEFITS:** Salary--$15.00 per hour. There are no State Benefits.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ www.chattahoocheetech.edu and select “me@Chatt Tech” then “Jobs and Careers at Chatt Tech.” For a complete file, fill out an online application, upload cover letter, resume, unofficial transcripts, and include one professional reference’s contact information. Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted. If a conditional offer of employment is made, the applicant may be subject to drug and/or alcohol testing appropriate to the position. Following the screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** multi-hire; Open until position is filled.

**ANTICIPATED OFFICIAL EMPLOYMENT DATE:**  March 2025

**EMPLOYMENT POLICY:** *Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling**(404) 679-4500**, or by using information available on SACSCOC’s website (*[*www.sacscoc.org*](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)*).*

*As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or* *SDWarrington@ChattahoocheeTech.edu**, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or**Caitlin.Barton@chattahoocheetech.edu**.*

**A Unit of the Technical College System of Georgia.**