## POSITION ANNOUNCEMENT

**POSITION:** Lab Tutor in Drafting 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 Drafting Technology students with their lab work and coursework. Employment is at the North Metro campus.

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

**MINIMUM QUALIFICATIONS:**

* Completion of or currently in process of completing DFTG 1105 or DFTG 1125.
* Knowledge and expertise in Drafting concepts, AutoCAD and Inventor software.

**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 three professional references’ contact information. Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted. If conditional offer of employment is made, applicant may be subject to drug and/or alcohol testing appropriate to the position. Following screening, candidates may be asked to submit further documentation.

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

**ANTICIPATED OFFICIAL EMPLOYMENT DATE:** May 2024

**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*](tel:(404)%20679-4500)*, 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%7Cshereida.austin%40chattahoocheetech.edu%7C848e414b7f88429d188908d8ef129b16%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522210499865097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CrCny4cJJZoaBnMxTtjjB1mhjLL7U33Hhl8g0cgwQr0%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 Warrington, 980 S Cobb Drive, C 1102B, Marietta, GA 30060, 770-975-4023,* [*Shanequa.Warrington@chattahoocheetech.edu*](mailto:Shanequa.Warrington@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*](mailto:Caitlin.Barton@chattahoocheetech.edu)*.*

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