



**Adult Education Instructional Aide
Part Time
Floyd Campus**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Distance Education Instructional Aide to be located on the Floyd County Campus. This position will report to the Distance Education Lead Instructor. This position may require travel to other site locations. This position assists Distance Education instructors with providing education and/or training to adult education distance education students.

Duties/Responsibilities:

- Assists instructor with classroom presentations;
- Assists instructor in maintaining an effective learning environment;
- Completes documentation of student progress;
- Assists individual students in the learning environment;
- Provides orientation, registration and assessment support for students
- Verifies student information and documentation
- Prepares, updates and maintains student files
- Proctors assessments
- Assists instructor with retention including tracking student progress and contacting students regarding attendance
- Performs clerical tasks to include answering the phone, reviewing student data in GALIS, printing GALIS reports
- Requests and maintains classroom and office supplies, materials and equipment;
- Other duties as assigned.

Competencies:

- Skill in oral and written communication
- Knowledge of Adult Education Policies
- Ability to assist students individually or in groups
- Ability to maintain accurate records
- Ability to operate workroom machineries such as copiers, scanners, shredders, etc.

Minimum Qualifications:

The candidate must have a High School equivalency, the ability to become a Notary, and a proficiency in Microsoft Office Programs.

Preferred Qualifications:

The candidate will have experience administering standardized tests, knowledge of and experience with GALIS, and experience with Blackboard

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$15.00 per hour up to 19 hours per week. The work schedule will be Monday – Thursday 8:30 am to 1:15 pm. Occasional adjustments to the schedule may be needed for program activities to include evening hours. Position and hours based on funding and enrollment.

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401k & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employer's Retirement System of Georgia.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia**Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC 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). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.