



**Precision Machining and Manufacturing
Lab Assistant/Day Classes
Whitfield Murray Campus**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Precision Machining and Manufacturing Lab Assistant part time/days on the Whitfield Murray Campus.

Duties/Responsibilities:

Under instructor supervision, job duties will include but not limited to

- ensuring lab equipment is secure and operable for student's instruction prior to class;
- inventory lab supplies and inform instructors when additional supplies are needed;
- distribute lab supplies to students as needed during instruction;
- assist with maintaining an orderly and
- clean environment in the precision machining and manufacturing lab to ensure safety;
- assist students as requested by instructor.

Minimum Qualifications:

Former or currently enrolled student in the precision machining and manufacturing at GNTC, or paid experience in precision machining and manufacturing within the past seven years.

Knowledge of the precision machining and manufacturing shop equipment and supplies. Ability to work well with other students.

Cannot be concurrently enrolled in the course for instruction and work as lab assistant.

Preferred Qualifications: Previous precision machining and manufacturing lab assistant experience.

Physical Demands:

Work is typically performed in a lab/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: \$20.00 per hour with a maximum of no more than 29 hours per week. Work is only available during the semester, and excludes any and all holidays/breaks during the semester.

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: Position opened until filled.

Application Process: All application packets MUST be completed via the GNTC Online Job Center at www.GNTC.edu. 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 reference contact information, and transcripts if applicable. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to being hired for any position with our college. **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.