**POSITION:**

Project Assistant

The Project Assistant is responsible for assisting with coordinating daily functions and providing professional level assistance to the Dean for Academic Affairs, Technical and Industrial Program. Project Assistant will also prepare, maintain, and update information in relation to the Technical & Industrial Program area.

**Minimum Qualifications:**

* High School Diploma and 1 year of work experience in a related field.
* Excellent written and verbal communication skills.

**Preferred Qualifications:**

* Technical College Diploma in the fields of Accounting, Business, Marketing, or Management.
* Knowledge of Blackboard or other Learning Management Systems.
* Knowledge of Ellucian Banner.
* Knowledge of Microsoft Office Suite.

**Responsibilities:**

* Serves as liaison for bringing appropriate personnel and resources together for resolution of program/operational issues
* Assists Dean with collecting, analyzing, and reporting enrollments trends to the Vice President for Academic Affairs.
* Assists with collecting faculty assessments, including SLOs and Program Learning Objectives.
* Prepares various reports and distributes to appropriate personnel.
* Assists in training and resolving issues with distance education courses.
* Provides technical assistance to instructional staff involved with program specific technology.
* Advises the Dean and the Vice President for Academic Affairs regarding the budgeting and expenditure of funds required to implement, maintain, and monitor activities related to Technical and Industrial Programs.
* Manages the College-wide Badgr program.
* Participates in required staff development activities and serves on college governance committees.
* Travels between various instructional sites as needed.
* Other duties as assigned by the Dean for Academic Affairs or the Vice President for Academic Affairs.

**APPLICATION DEADLINE:**

Open until filled.

**SALARY/BENEFITS:**

Salary will be determined in accordance with guidelines established by the Technical College System of Georgia. Benefits include the State of Georgia Flexible Benefits Program, State of Georgia holidays, and annual/sick leave.

**APPLICATION PROCESS:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/joblistings/joblistings.aspx) by completing the online application form. The letter of interest and resume along with additional documentation specific to the position must be uploaded to the Job Center. Incomplete application packages cannot be considered for an interview and will not be forwarded to the hiring supervisor. A criminal background check and a driver’s motor history report will be conducted prior to employment.

**Equal Opportunity Statement**

Coastal Pines Technical College (CPTC) 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 persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, khoward@coastalpines.edu 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia eharris@coastalpines.edu 912.287.4098; titleix@coastalpines.edu ADA/Section 504 Coordinator, ada@coastalpines.edu ; All Campuses, 1777 West Cherry Street, Jesup, Georgia.