

CAREER SERVICES OFFICE

Thomaston Campus Location: 1533 Hwy 19 South, Thomaston, GA 30286, Phone: 706-646-6226, Fax: 706-646-6063

Griffin Campus Location: 501 Varsity Road, Griffin, GA 30223, Phone: 770-467-6011, Fax: 770-229-3236



*Request to post Job Opening*

*Equal Opportunity Institution*

EMPLOYER INFO

Company Name: \_\_\_\_\_

Company URL (website): \_\_\_\_\_

Company Description: \_\_\_\_\_

CONTACT INFO

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

JOB OPENING INFO

Application Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_

Job Description/Skills Needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Status: Full-time [ ] Part-time [ ]

Work Hours/Schedule: \_\_\_\_\_

Job Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Compensation Details/Other Benefits: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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FOR OFFICE USE

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Posted \_\_\_\_/\_\_\_\_/\_\_\_\_ Entered by \_\_\_\_\_

**Request to post Job Opening - - continued**

**JOB INFO - CONTINUED**

**Job Function:** (circle all that apply) *This data will ensure that your job is visible to the greatest number of students.*

- |                                 |                                |                                  |
|---------------------------------|--------------------------------|----------------------------------|
| Not Specified                   | Distribution                   | Programming/Software Development |
| Accounting/Auditing             | Economic/Community Development | Public Relations                 |
| Administrative/Support Services | Farming/Agriculture            | Real Estate management           |
| Advertising                     | Finance                        | Research                         |
| Bookkeeping                     | Forklift                       | Risk Management/Assessment       |
| Business Development            | Fundraising/Development        | Sales                            |
| Buying/Purchasing               | Game Design                    | Skilled Labor                    |
| Childcare                       | Health Services/Healthcare     | Social Work                      |
| Community Service               | Hotel/Restaurant/Hospitality   | Tax                              |
| Computer Drafting and Design    | Human Resources                | Teaching/Education               |
| Construction/Contracting        | Investigation                  | Technical Support                |
| Creative/Design/Multimedia      | IT/Systems                     | Technician                       |
| Customer Service                | Information Management         | Training                         |
| Cyber Security                  | Law Enforcement/Security       | Welding                          |
| Data Entry                      | Management                     | Warehousing/Materials Management |
| Database Management             | Marketing                      | Web Development                  |
| Distribution                    | Operations                     | Other                            |

**APPLICATION INFORMATION**

**Application Requirements:**

- | Desired                  | Required                 |                               |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | High School Diploma/GED       |
| <input type="checkbox"/> | <input type="checkbox"/> | Diploma Major: _____          |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate Major: _____      |
| <input type="checkbox"/> | <input type="checkbox"/> | Associate Degree Major: _____ |

- Work Authorization:**     U.S. Citizen or U.S. National     Permanent U.S. Resident  
 Employment (H-1) Visa     H-4 Visa

**Please choose a manner in which students should apply:**

- Website: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Additional Application Instructions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Check to verify your business as an Equal Opportunity Employer.  
 yes     no    Would you like to participate in our annual career fair?

**All of the above information will be used to create a vacancy announcement that will be posted and distributed for review by Southern Crescent Technical College students/graduates/alumni. The Job Order will be posted for 30 days or until we are notified that the position is no longer open.**

As set forth in its student handbook/course catalog, Griffin Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Individuals responsible for addressing complaints: Title IX/Equity Coordinator: Ms. Toni Doaty, Special Populations Coordinator, Griffin Campus, 501 Varsity Road, Griffin, GA 30223. (770) 228-7382. ADA/Section 504 Coordinator: Ms. Teresa Brooks, Special Needs Coordinator, Griffin Campus, 501 Varsity Road, Griffin, GA 30223. (770) 228-7258. Title IX/Equity Coordinator and ADA/Section 504 Coordinator for satellite centers: Ms. Cheryl Gilbert, Director of Satellite Operations, Butts County Center, 1578 Highway 16 West, Jackson, Georgia, 30233. (770) 504-7595. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Ms. Xenia Johns, Vice President for Student Affairs, Griffin Campus, 501 Varsity Road, Griffin, GA 30223. (770) 228-7348.