



SWAINSBORO • 346 Kite Road • Swainsboro, Georgia 30401 • Phone (478) 289-2200 • Fax: (478) 289-2263
VIDALIA • 3001 East First Street • Vidalia, Georgia 30474 • Phone (912) 538-3100 • Fax (912) 538-3156

Southeastern Technical College is an Equal Opportunity Institution

POSITION: Part-Time Child Enrichment Center Assistant

CAMPUS: Swainsboro

POSITION DESCRIPTION:

Under close supervision of lead teacher, helps to plan, prepare and implement developmentally appropriate activities for children attending the Child Enrichment Center at Southeastern Technical College. Observes and evaluates individual children. Assists children by meeting their physical needs. Assists with meal preparation, feeding of children, and play activities.

MINIMUM QUALIFICATIONS (Educational/Occupational Experience):

A TCC in early childhood care and education is required; a diploma is preferred. Must have prior experience working with young children. Successful criminal background check, fingerprint records check, and drug screen are required.

SALARY/BENEFITS:

Salary is commensurate with education and experience.

APPLICATION INSTRUCTIONS:

All application packets MUST be completed via the [Online Job Center](#). As part of the application process, interested candidates will also be required to upload other documents such as a resume and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact the Human Resources Office at 912-538-3147 or bwilcox@southeasterntech.edu.

Southeastern 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, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

Blythe Wilcox, Title IX Coordinator, Room 138B, 912-538-3147

Helen Thomas, Section 504 Coordinator, Room 108, 912-538-3126