POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Administrative Support Assistant for the School of Health Sciences   **JOB CODE: 61804**

Campus Location: Augusta Campus (Summerville)

Salary: Salary range is 33,000 – 35,676.36, based on education and work experience.

Augusta Technical College has a remote work procedure which allows full-time non-essential staff members and full- time faculty up to eight (8) hours to be completed remotely with supervisor approval. Thirty-two (32) hours must be completed on campus per week

JOB SUMMARY

The Administrative Assistant II performs advanced and diversified clerical duties requiring a comprehensive level of experience.

MINIMUM QUALIFICATIONS

An associate degree in a related work field from a regionally accredited post-secondary institution. At least three years of full-time, paid related work experience, preferably in an academic health environment, utilizing strong computer and keyboarding skills using common software programs (i.e. Microsoft Word, Excel, PowerPoint).

PREFERRED QUALIFICATIONS

Effective written and verbal communication skills; exceptional organization and time management skills, professional discretion; experience with BANNER, KMS, SQL, and other related software.

COMPETENCIES

- Skill in the use of computers and job-related software programs

- Knowledge of modern office practices and procedures
- Ability to operate workroom machinery such as fax machines, copiers, scanners, shredders, etc.
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MAJOR DUTIES

- Performs and completes tasks and assignments associated with personnel support functions for assigned organizational unit or program, (purchase orders, travel arrangements, expense statements,etc.);

- Provides support to administrative staff.

- Completes complex processing of documents and/or transaction for assigned organizational unit, program and/or specialized function/activity.

- Conducts research using a variety of sources to complete, prepare, assemble, process, and/or generate reports and other documentation, or to respond to inquiries, questions, or requests.

- Enters data from forms, records, reports, and/or other sources into computer for purposes such as maintaining databases.

- Uses computer software as a tool for performing clerical assignments.

- Monitors use of and maintains supplies, equipment and/or facilities for assigned work unit or program area; and

- Other duties as assigned

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at JobCenter (easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment**. Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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