



## 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 Eisenhower.

### ABOUT THE POSITION

**Job Title:** Student Affairs Assistant (Full-time)

**Job Code:** 61832

**Campus Location:** Augusta Campus (may be asked to fill in on other sites as needed)

**Salary:** \$30,000-\$33,280 (Commensurate with 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 Student Affairs Assistant is responsible for performing administrative and clerical duties in support of the Student Affairs Program.

### MAJOR DUTIES

- Responsible for monitoring and maintaining conditionally accepted students in TargetX and Banner.
- Responsible for requesting final transcripts by communicating with potential students and counselors .
- Verify students have met admission requirements.
- Performs a broad range of administrative support duties and processes necessary for first-time college and transfer admission, in collaboration with the Office of Admissions and the Registrar.
- Communications with students, parents, and guidance counselors on transfer admission requirements and procedures.
- Receive and process all Admissions documents to include high school and college transcripts.
- Develop and manage technology-based workflows and operational plans to help students move through the transfer admissions and enrollment processes as quickly and easily as possible.
- Utilize document imaging software, to scan, view transcripts and track transfer credit evaluations.

- Stay abreast of the College's policies to direct students to the appropriate resources within the College and ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Greets visitors and/or students and determines the nature of their business and provides appropriate information or refers to appropriate personnel.
- Other duties as assigned.

### COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of student information system operations
- Knowledge of relevant college, state and federal policies
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public

### MINIMUM QUALIFICATIONS

High school diploma or equivalent and One (1) year of work related experience.

### PREFERRED QUALIFICATIONS

Experience in higher education to include software programs such as Banner, Degree Works, and Target X.

**APPLICATION DEADLINE:** The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://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). The cover letter should describe your teaching viewpoint and how your work and educational experience have prepared you for this full-time Agribusiness Instructor. 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*

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Student Affairs Assistant (Full-time)

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*and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.*