



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 Eisenhower.

ABOUT THE POSITION

Job Title: Student Affairs Assistant - Military/Veteran Services (Part-time)

Job Code: 61832

Campus Location: Augusta Campus

Salary: Commensurate with education and work experience.

JOB SUMMARY

The Student Affairs Assistant – Military/Veteran Services is responsible for performing technology related and administrative duties associated with the delivery of VA education benefits.

MAJOR DUTIES

Assist students with resources within the Military Service Center. Serves as intake/processing representative for individuals submitting applications for all campuses. Serves as intake/processing representative for individuals submitting enrollment certification requests for all campuses. Assists students and/or parents navigate the process to utilize various types of VA education benefits. Assist with the preparation and maintenance of active and inactive military/veteran's files. Keep VA informed of the enrollment status of veterans and other eligible persons. Apprise Military Services Coordinator of any internal problems which may affect service to VA students. Keep up to date on current VA rules and benefits. Assists with the supervision of work study students related to customer service, cleanliness and restocking of supplies for the Military Service Center. All other duties as assigned by the Military Services Coordinator.

COMPETENCIES

Must demonstrate strong technology and computer applications skills, customer service, organizational skills, verbal and written communication skills. Flexibility of travel if necessary.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency and 3 years of experience with computer support, information technology, and navigating VA benefits processing.

PREFERRED QUALIFICATIONS

A credential in Business Administration or Information Technology or a closely related field from an accredited postsecondary college or university is strongly preferred. At least 1 year of full-time related work experience required.

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). 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 based on 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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