**Administrative Assistant Community Development Block Grant (**PT**)**

**Location:** Dougherty County Campus

Albany Technical College seeks a part-time Administrative Assistant for the CDBG Grant. This position is based at the Dougherty Campus. Under general supervision, the Administrative Assistant will provide secretarial and clerical support. He/she will serve as the liaison between the program/administrative/technical operation and clients. The Admin Asst. will determine the nature of the client’s business and provide appropriate information and assistance. He/she will copy, distribute and file appropriate letters, memoranda, reports and other materials. He/she will prepare paperwork, sign-in sheets, copies and classroom materials for instructors. The Admin Asst. will maintain supplies, and utilize a variety of software to produce documents, spreadsheets, visual aids and promotional materials. He/she will perform other duties as assigned. He/she must possess excellent knowledge and experience in the use of Microsoft Office, and have good oral, written, organizational and management skills.

**Minimum Qualifications:** The candidate MUST possess a High School Diploma or equivalent \*AND\* have six (6) months of related work experience.

**Preferred Qualifications:** The candidate MUST possess a High School Diploma or equivalent \*AND\* have one (1) year of related work experience.

**Physical Demands:** Work is typically performed in an office/classroom/clinical environment with intermittent sitting or walking in various settings. May lift and carry lightweight objects occasionally. Full range of hand and finger motion is required for data entry purposes.

**Salary/Benefits:** This is a part-time position and does not include insurance benefits; work hours will not exceed 20 per week. Salary is commensurate with education and work experience. Work schedule may include online courses, as assigned.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . 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. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. 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. Albany Technical College is an equal opportunity employer and 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 those special circumstances permitted or mandated by law.

**Note: Due to the volume of applications received, we are unable to personally contact each applicant.**

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|  **Title IX Coordinator:**Kathy Skates, VP of Administration1704 South Slappey Blvd.Albany, GA 31701229.430.3524 | **Equal Opportunity Officer:**Lola M. Edwards Director of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.285 |

 **If we are interested in scheduling an interview, a representative from our college will contact you.**