**Administrative Assistant for Nursing Programs (FT)**

**Location:** Dougherty County Campus

Albany Technical College seeks a full-time Administrative Assistant for both nursing programs (Associate of Science in Nursing and Practical Nursing Programs). This 12-month position is based at the Dougherty Campus. Under general supervision, the Administrative Assistant will perform and complete a variety of support functions to assist both nursing programs’ faculty and staff. The Administrative Assistant will perform and complete administrative tasks and assignments which may include budget, procurement, contracts, inventory control, personnel, scheduling, safety, security, records, etc., in accordance with local, state, and federal guidelines. He/she will monitor the use of and maintain supplies, equipment and/or facilities maintenance needs. He/she will gather and receive confidential information, and enter data from forms, records, and reports into computer for purposes such as maintaining databases and other records. The Administrative Assistant will utilize word processing and other software for routine typing and document drafting assignments. He/ she will coordinate meetings, events, management activities, and participate in special projects and committees as directed by the supervisor. The Administrative Assistant may supervise clerical interns and/or work study student. He/she must possess excellent knowledge and experience in the use of Microsoft Office.

**Minimum Qualifications:** The candidate MUST possess an Associate’s degree in Business Administrative Technology \*AND\* have one (1) year of work related experience \*OR\* High school diploma \*AND\* Two (2) years related work experience.

**Preferred Qualifications:** Preference will be given to applicants who have previously worked in a higher education setting, are familiar with BANNER, have completed a formal training program from an accredited institution in the area of Business Administrative Technology or Office Management or a related field, and have three (3) years’ experience working in a high-volume, high traffic client environment, and have some project management experience.

**Physical Demands:** Work is typically performed in an office/classroom/clinical environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects occasionally. Full range of hand and finger motion is required for data entry purposes. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**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.**

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

|  |  |  |
| --- | --- | --- |
|  **Title IX Coordinator:**Kathy Skates, VP of Administration 1704 South Slappey Blvd.Albany, GA 31701229.430.3527 | **Equal Opportunity Officer:**Office 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 |