



## **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 Assistant to the Provost

**JOB CODE:** 61800

**Campus Location:** Augusta Campus

**Salary:** Salary range is 43,000.00-47,000, 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 to the Provost is responsible for providing administrative support for the operations of the Academic Affairs and Institutional Effectiveness and Research unit under the Provost.

### **MINIMUM QUALIFICATIONS**

A bachelor's 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 educational environment, utilizing strong computer and keyboarding skills using common software programs (i.e. Microsoft Word, Excel, PowerPoint).

### **PREFERRED QUALIFICATIONS**

Experience working for an executive level administrator. Effective written and verbal communication skills; exceptional organization and time management skills; professional discretion; experience with BANNER software.

### **COMPETENCIES**

- **Knowledge:** This position requires a thorough knowledge of college policies and procedures; Microsoft Office software, the Internet, and E-mail; telephone etiquette; and interpersonal skills.

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- **Skills:** This position requires skills in the use of a computer, software including Microsoft Office, Adobe Acrobat, printer, and copier. Requires strong interpersonal and organizational skills as well as typing proficiency.
- **Abilities:** This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; operate computer and office equipment in a proficient manner, take dictation and shorthand; organize and prioritize information; retain and learn new information; maintain confidentiality; self-motivated and task oriented.

## MAJOR DUTIES

- Prepare agendas, schedule meetings, manage documents and information needed for meetings
- Attend Academic Affairs, Institutional Effectiveness/Research, and other departmental meetings and committee meetings; records, organizes and prepares minutes of meetings in a timely manner
- Manage the Provost's calendar
- Maintain office files and records (paper and digital files)
- Draft, edit, and proofread messages and documents
- Ability to prepare charts, tables, and Power Point presentations
- Prepare reports, correspondence and other communications for college, state, and federal reports; institutional accreditation correspondence and reports
- Provide information and assistance and refer concerns to appropriate personnel
- Perform other administrative duties as assigned by the Provost

**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.**

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### **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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