



## **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: Administrative Support Assistant (Full-time)**

**Job Code: 61804**

**Campus Location:** Augusta Campus

**Salary:** \$33,000.00- \$35,676.36; commensurate with education and experience

### **JOB SUMMARY**

The Administrative Support Assistant performs advanced and diversified clerical duties requiring a comprehensive level of experience.

### **MINIMUM QUALIFICATIONS**

Education- An associate degree in a related work field from a regionally accredited post-secondary institution.

Experience- 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**

Effective written and verbal communication skills; exceptional organization and time management skills; professional discretion; experience with BANNER, KMS, SQL and other related software.

### **COMPETENCIES**

Knowledge: This position requires a thorough knowledge of college policies and procedures; Microsoft Office

software, internet, and email; telephone etiquette; and interpersonal skills.

**Skills:** This position requires skills in the use of computer applications. Requires strong interpersonal and organizational skills as well as typing proficiency.

*NOTE: 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*

### MAJOR DUTIES

This position is responsible for providing administrative support for the operations of the School of Arts and Sciences under the Dean.

#### Duties/Responsibilities:

- Reports to and assists the Dean with managing departmental operations for the School of Arts and Sciences on the main campus.
- Greets visitors and directs to appropriate person or office. Answers and screens telephone calls, records messages accurately, and responds to telephone inquiries.
- Provides administrative assistance and support for faculty and maintains electronic academic records
- Assists with student advisement and registration for the individual programs
- Prepares and maintains payroll, submits monthly payroll reports and prepares contract addenda, ACA reports and employment agreements
- Proficient in Banner computer software skills for the input of course offerings, student registration, generating academic reports, etc.
- Assists with data collection and reporting
- Assists with the design and execution of special events, projects, meetings, and activities for the division
- Will foster effective cooperation, coordination, and communication across multiple campuses and departments with regards to academic programs and student needs
- Performs other duties as assigned by the Dean

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