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 Site

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

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

JOB SUMMARY

The Administrative Support Assistant to the Dean provides technical-level support and office administration.

MINIMUM QUALIFICATIONS

Education: An associate degree in Business Administrative/Office Technology or related field from an accredited institution.

Experience: Two or more years full-time employment as an administrative support person. Competent computer skills and ability to use common software programs (i.e., Microsoft Word, Excel, PowerPoint, etc.)

PREFERRED QUALIFICATIONS

Two or more years full-time employment as an administrative support person in an academic setting.

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 a computer, software including Microsoft Office. Requires strong interpersonal and organizational skills as well as typing proficiency.

MAJOR DUTIES

- Assists the Dean in organizing and executing the School of PPS operations
- Greets visitors to the School of PPS and directs them to appropriate person or office
- Accurately responds to questions and concerns
- Answers and screens School of PPS phone calls as needed and responds to telephone inquires
- Enters and maintains term schedules in BANNER software
- Maintains electronic academic records for instructors
- Maintains and prepares full-time and part-time payroll reports
- Receives and distributes incoming mail
- Prepares contract addenda and employment agreements
- Attends School of PPS, department-heads, and college-wide faculty and staff meetings
- Records and distributes meeting minutes when requested for the School of PPS
- Maintains a filing system for faculty information, contracts, purchase documents and other correspondence
- Compiles information as needed to generate reports and complete projects
- Responsible for making requested purchases using Team Marketplace purchasing software
- Monitors and maintains office equipment and supplies and submits requests for repairs and/or reordering when necessary.
- Serves as Basic Law Enforcement administrative support assistant and assists Director or the Law Enforcement Academy in organizing and executing academy activities
- Maintains confidential personnel and cadet information and files
- Assists in the admissions processes for academy cadets and maintains communication with the Student Services department
- Prepares paperwork for cadet background checks
- Completes required professional development activities
- Performs other related duties as assigned

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at 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

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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.