



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 has remained 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 Masters 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: American Heart Association (AHA) Records Assistant

Job Code: 61723

Campus Location: Augusta Campus

Salary: Commensurate with education and work experience.

MINIMUM QUALIFICATIONS

A High School Diploma or GED is required. Excellent human relations skills and attention to detail and accuracy.

PREFERRED QUALIFICATIONS

A diploma or Associate degree from an accredited institution in Business or a related field is preferred

JOB SUMMARY

The American Heart Association (AHA) Records Assistant provides front-line customer service, assisting students and staff with training registrations and credentialing. Assists Instructors with scheduling recertifications and providing follow-up and support as necessary. Responsibilities include data entry, record-keeping, filing, and inventory management utilizing the AHA website and Modern Campus Computer database.

COMPETENCIES

- Knowledge of American Heart Training programs is a plus.

MAJOR DUTIES

- Responsible for front-line customer service to the department both in person and by telephone.
- Responsibilities include customer service, data entry, record keeping, filing, and inventory control.
- Registers students for training classes.
- Assists in maintaining training documentation by using Excel and Modern Campus.
- Maintains filing of required documentation.
- Prints and emails credential cards.
- Creates publications and flyers.
- Assists with equipment rental and checkout.
- Maintains neat and organized training room and supplies.
- Prepares monthly reports and documents such as adjunct contracts, payroll reports, and activity reports.
- Must be able to utilize email, MS Word, and MS Excel daily.
- Must have excellent customer service and attention to detail. Performs other duties as assigned.

APPLICATION DEADLINE: The position will remain open until filled. All application 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 contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

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.