



Position Announcement November 2024

Position:	Administrative Assistant to the Vice President for Academic Affairs
Position Status:	Full Time
Application Deadline:	Open Until Filled
Primary Work Location:	Macon Campus
Projected Work Schedule:	40 hours per week / 12 calendar months per year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following November 20, 2024 based on candidate selection.

Position Summary:

Under general supervision, the Administrative Assistant to the Vice President performs and completes a variety of tasks and assignments associated with support functions for the office of the Vice President for Academic Affairs. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution.

Major responsibilities may include, but are not limited to the following:

- Performs and completes variety of tasks and assignments associated with support functions for a Vice President of an assigned department;
- Monitors use of and maintains supplies, equipment and/or facilities for assigned department;
- Enters data from forms, records, reports and/or other sources into computer for purposes such as maintaining databases. Uses complex software (e.g. database, spreadsheet, and graphics) as a tool for performing clerical assignments. Completes incidental typing assignments, such as typing routine documents, performing mail merges, and creating labels;
- Coordinates meetings and management activities;
- Performs and completes administrative tasks and assignments which may include budget, procurement, contracts, inventory control, personnel, safety, security, records, etc.;
- Directs and supervises clerical interns and/or work study students assigned to the department;
- Participates in special projects and committees as directed by the supervisor;
- Completes all assigned trainings in a timely manner; and
- Other responsibilities as assigned.

Competencies:

- Skill in customer service, interpersonal relations and serving the public
- Skill in the use of computers and job-related software
- Skill in basic conflict resolution
- Skills in oral and written communication

- Knowledge of modern office practices and procedures
- Ability to operate workroom machinery such as fax machines, copiers, scanners, shredders, etc.
- Ability to prioritize and schedule tasks to meet deadlines and objectives

Minimum Qualifications: *Must upload transcripts/certifications which show conferred educational degrees/current certifications and document qualifications in the employment history*

- Earned Bachelor's Degree in a related field from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education.
- and one (1) year work related experience

OR

- Earned Associate degree in Business Administrative Technology or related field from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education, and two (2) years of documented work-related experience

NOTE: Experience as an Administrative Assistant and/or experience in a post-secondary education setting may substitute for the degree on a year-for-year basis

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented full time work experience in a TCSG institution
- Documented full time work experience in an Academic Affairs unit
- Documented working knowledge of any of the following platforms: Team Georgia Marketplace, SAP Concur, BANNER
- Documented fulltime work experience at the postsecondary level

Projected Work Hours/Location:

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45, Monday through Thursday and 7:45 a.m. to 3:30 p.m. Fridays. Additional hours, to include evenings or weekends, will be required as needed. Position is located on the Macon campus and may include travel to other locations within the College's service area.

Salary / Benefits:

Annual gross salary is \$35,604 (Associate Degree). Actual salary to be determined by the candidate's highest qualifying degree and/or related experience based on meeting published minimum and preferred qualifications. Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the

application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination polices is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.