**POSITION AREA:** FWS-Adult Education - Paulding Campus

**POSITION DUTIES**: Work Study Front Desk Receptionist-Support the Adult Education staff in a variety of tasks, including answering the phones, assisting walk-in customers with questions, and supporting other student intake requirements.

**MINIMUM QUALIFICATIONS:**

* **Excellent phone/conversation skills**
* **Ability to work well with a diverse population**
* **Strong customer service skills**
* **Ability to multi-task**
* **Knowledge of Excel and Word**

**ELIGIBILITY REQUIREMENTS: *(In addition to the minimum qualifications)***

* Students must have completed the financial aid application process including filing a Free Application for Federal Student Aid (FAFSA).
* Students must be either U.S. citizens, permanent resident aliens, or other eligible classifications of non-citizen.
* Students must have financial need as determined by a uniform need analysis evaluation performed based on FAFSA by CTC according to federal guidelines.
* Students must be enrolled for the semester they are working as a work study employee.
* Students must be in good academic standing at the college and maintain satisfactory academic progress according to federal guidelines.
* Students must pass a mandatory background check.

**SALARY/BENEFITS:** $12.00 per hour. Students may not work more than 19 hours per week. No Benefits

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Me@Chatt Tech”, then under “Faculty & Staff” select “Jobs and Careers at Chatt Tech”, then “Visit JobCenter” and complete an online application for Federal Work Study.

Please be aware that all Chattahoochee Technical College employees will be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**RESPONSE DEADLINE:** Until filled

**EMPLOYMENT DATE:** Until filled

**EMPLOYMENT POLICY:** *Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college’s accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.*

*As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, 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 Investment & Opportunity Act of 1998 (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. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Alaina Abney, 400 Nathan Dean Blvd., Building B 141, Dallas, GA 30132, (770) 528-4514 or Alaina.Abney@chattahoocheetech.edu and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A100, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.*

.

***A Unit of the Technical College System of Georgia.***