## **POSITION ANNOUNCEMENT**

**POSITION AREA:** School of Nursing – Associate of Science in Nursing; Paulding Campus

**POSITION DUTIES**:

Position works under the direction of the Program Director and assists the Lab/Clinical Coordinator with assigned duties which includes but is not limited to: assisting with lab supplies, inventory and cleaning the area (equipment, linens/laundry, and other as needed), preparation of the labs for scheduled program lab days, familiar with and assists with lab simulators and equipment. This position adheres to all required rules and regulations and applicable local, state and federal regulatory standards of lab and products.

**MINIMUM QUALIFICATIONS:**

* **Computer skills**
* **Ability to work well with others**
* **Organizational and filing skills**
* Must be familiar with technology and quick learner of new technology, software, and programs
* Proficient at Office products, proficient at creating and using Excel Spreadsheets and quick
* Prefer student training in Business or Technology.

**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 by Chatt Tech according to federal guidelines based on FAFSA.
* 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

**Expected EMPLOYMENT START DATE:** Until filled

**EMPLOYMENT POLICY:**Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Cshereida.austin%40chattahoocheetech.edu%7C848e414b7f88429d188908d8ef129b16%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522210499865097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CrCny4cJJZoaBnMxTtjjB1mhjLL7U33Hhl8g0cgwQr0%3D&reserved=0)). 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). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa Warrington, 980 S Cobb Drive, C 1102B, Marietta, GA 30060, 770-975-4023,   Shanequa.Warrington@chattahoocheetech.edu and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu

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