



**Adult Education Data Clerk  
Part Time  
Gordon County Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Adult Education Data Clerk to be located on the Gordon County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Adult Education Program Coordinator. This position is responsible for auditing data entered into the database management system (GALIS) and student files. The position typically works Monday through Thursday from 9:00am to 4:30pm. Position and hours are based on funding and enrollment.

**Duties/Responsibilities:**

- Verifies the accuracy of data
- Researches incomplete files, incorrect data and missing data
- Generates reports for auditing and student tracking
- Maintains confidentiality and complies with FERPA guidelines
- Assists new students with registration as needed
- Other duties assigned.

**Competencies:**

- Skill in the use of computers and job-related software to include Microsoft Office and Excel
- Skill in proofreading and attention to detail
- Skill in oral and written communication
- Skill in interpersonal relations.

**Minimum Qualifications:**

High school diploma or equivalent. Proficient in Microsoft Office Programs.

**Preferred Qualifications:**

Knowledge of and experience with Data management systems.

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves

objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** \$15.00 per hour

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

**Application Deadline:** Open until filled.

**Application Process:**

All application packets MUST be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

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

**Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC 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). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).