



POSITION ANNOUNCEMENT

Admissions Assistant

CAMPUS: Sandersville

STATUS: Full-Time / Non-exempt

DUTIES: The Admissions Assistant is responsible for performing administrative duties in the admissions department of Oconee Fall Line Technical College. The Admissions Assistant will respond to requests and needs of visitors and students; keep abreast of admissions regulations, policies, and procedures; provide information by telephone, written correspondence and in person to interested parties regarding applicant procedures and admissions requirements; process new student applications, related information, and prepare student files; assist with graduation and registration activities; and other duties as assigned. The Admissions Assistant will report directly to the Director of Admissions.

MINIMUM QUALIFICATIONS: High school diploma or equivalent and six months of related work experience. Preferred Qualifications: A technical certificate in Business Office Technology or closely related field. Knowledge of BANNER student information software.

COMPETENCIES: Skill in the operation of computers and job-related software programs; Skill and ability to perform complex and varied duties in an efficient and confidential manner; skill in managing multiple priorities; Oral and written communication skills; Skill in interpersonal relations and working with the public in a customer service environment; Decision making and problem-solving skills.

SALARY/BENEFITS: \$30,000 annually. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

**Employment is contingent based upon successful completion of appropriate background checks.

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Opportunity Institution -

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, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator - Janet Smith, 478.274.7836

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643