

POSITION ANNOUNCEMENT



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| **POSITION TITLE:** | **Administrative Assistant II – Academic Affairs** |
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| **POSITION DESCRIPTION:**Under general supervision, performs administrative duties for the Academic Affairs Department. Responsibilities include coordination of office services such as purchasing, travel arrangments, expense statements, etc.. Provides support to administrative staff. Completes complex processing of documents and/or transaction for assigned organizational unit, program and/or specialized function/activity; Conducts research using a variety of sources to complete, prepare, assemble, process, and/or generate reports and other documentation, or to respond to inquiries, questions or requests; Enters data from forms, records, reports, and/or other sources into computer for purposes such as maintaining databases; Uses computer software as a tool for performing clerical assignments; Monitors use of and maintains supplies, equipment and/or facilities for assigned work unit or program area; and other duties as assigned. |
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| **MINIMUM QUALIFICATIONS:**Associate’s Degree in Business Administrative Technology \*and\* One (1) year of work-related experience \*OR\* High school diploma \*and\* Two (2) years related work experience |
| **PREFERRED QUALIFICATIONS:**Experience with Banner Student Information SystemExperience in a post-secondary environment |
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| **SALARY/BENEFITS:**Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and State of Georgia Flexible Benefits package. |
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| **APPLICATION DEADLINE:** Open Until Filled |
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TO APPLY: Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Office: 198C, Phone: 912.486.7607, crikard@ogeecheetech.edu. For ADA/Section 504: Sabrina Burns, Accessibility & Assessment Coordinator, Office: 189, Phone: 912.486.7211, sburns@ogeecheetech.edu.

As set forth in its student catalog, Ogeechee 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 individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 191, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486-7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu.