**ADMINISTRATIVE ASSISTANT I (Program Assistant)**

**ADULT EDUCATION**

**PART TIME**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

High school graduate or equivalent \*and\* Six (6) months of related work experience.

**PREFERRED QUALIFICATIONS:**

Have a certificate, diploma or degree from a college in business and office technology, database management, computer applications or a related field. Have an understanding of Adult Education policies and procedures and the Georgia Adult Literacy Information System (GALIS). Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook.)

**RESPONSIBILITIES**:

The Administrative Assistant I provides essential support to the team and ensures smooth operations across various departments. Proofreads and edits documents for content, context, accuracy and consistency; Copies, distributes and files appropriate letters, memoranda, reports and other materials; Processes paperwork for instructors and admin staff. Utilizes a variety of software to produce documents, spreadsheets, visual aids and promotional materials; Manages attendance reports and records; Maintains office supply inventory, receives them and distributes them; Manages databases and reports for programmatic and instructional enhancements; Maintains filing and record-keeping systems; Conducts research using a variety of resources to generate reports, solves departmental issues, finds new technology solutions. Conducts new student orientations and proctors assessments. Complies with professional development requirements. Will be required to have direct contact with students.

**COMPETENCIES**:

Skill in the operation of computers, job related software programs, and Audiovisual Equipment; Oral and written communication skills, organization and time management skills; Skill in interpersonal relations and in dealing with the public; Excellent customer services skills; Knowledge of program purposes and results.

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

Position contingent upon receiving sufficient funding.

Schedule:

Monday to Thursday 8:00 am – 4:00 pm (1 hr lunch).

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

Applicants who are scheduled for an interview will be notified of the status of the position.

Only those who are interviewed will be notified of the status of the position. Candidates must successfully complete a criminal background investigation and motor vehicle screening.

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, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, 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 Innovation and Opportunity Act (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.