**ADMISSIONS ASSISTANT JASPER COUNTY CENTER**

**(PART TIME)**

**JASPER COUNTY CENTER**

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent \*and\* six (6) months of work-related experience.

**PREFERRED QUALIFICATIONS:**

High school diploma or equivalent \*and\* one (1) year work-related experience; Associate’s degree; one (1) year experience in BANNER; one (1) year experience working in institution of higher education.

**RESPONSIBILITIES**:

Under general supervision, performs a variety of clerical duties in support of students at the Jasper County Center and college-wide. Serves as a liaison between the program/administrative/technical operation and students and school system staff. Assists in the preparation of special reports and performs special projects for management. Greets visitors and/or students and determines the nature of their business and provides appropriate information or refers to the appropriate personnel. Responsible for assisting with managing the facility, equipment, and maintenance needs of the Jasper County Center. Maintains supplies at Jasper County Center. Maintains filing and record-keeping systems at Jasper County Center. Assists with recruiting and marketing activities. Assists with registration functions, enters data from forms, records, and/or reports using BANNER software or onto appropriate platforms. Processes Dual Enrollment applications. Codes information as appropriate. Coordinates meetings and management activities. Assists with Administrative Services, Student Affairs, Academic Affairs, Institutional Effectiveness, Adult Education, Advancement, or Economic Development division operations. May supervise clerical interns and/or work study students assigned to the department. Assists with the design and special event planning and execution. Coordinates campus visits and assists with group tours as needed. Assists students during the application process, and advises and register admitted students. Works with Academic Affairs to cover classes when needed. Serves as liaison between Southern Crescent Technical College and Jasper County Schools (or any other external partners) in management of Dual Enrollment program at the Jasper County Center and other academic and non-credit programs. Regularly communicates college information to community partners. Will be responsible for all other duties as assigned.

**COMPETENCIES:**

Knowledge of college’s admission and financial aid guidelines and procedures. Knowledge and understanding of how high school and college calendars, registration, graduation requirements and schedules work together. Skill in the operation of computers and job related software programs. Decision making and problem solving skills. Skill in interpersonal relations and in dealing with the public. Oral and written communication skills.

**SALARY/BENEFITS:**

Salary commensurate with education and work experience. This is a part-time position and does not include insurance benefits; work hours will not exceed 29 hours per week.

**SPECIAL NOTES:**

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 scheduled for interviews will be notified of the status of the position.

Only those who are scheduled for an interview 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.