FEDERAL WORK STUDY PROGRAM

College Institutional Advancement Worker

Location: Griffin Hours: 8AM-5:30PM

Supervisor: Candice Buckley Hourly Rate:$10.00

Greets visitors and provides information or directs them to appropriate office or individual. Creates folders and files documents, makes labels and organizes folders/documents. Operates office machines and computers for the purpose of copying,\_\_ entering data, scanning, maintaining logs, etc. Provides clerical support such as typing, filing, data entry and sorting mail. Assists with set up events and cleaning up afterwards. Delivers mail to media center. Run errands on-campus. Other duties as assigned.

**Minimum Qualifications:**   
Highly organized, strong communications skills and ability to solve problems. Excellent project management skills; Ability to manage time efficiently and handle multiple tasks; Detail-oriented with ability to perform tasks under pressure; Familiar with basic Microsoft Office applications; self-starter, excellent interpersonal skills. Experience in event planning and staging; experience with athletics and sporting events; ability to market events, or related field and/or equivalent work experience in retail sales and marketing with an emphasis in customer service. Must have the ability to routinely lift up to 25 pounds, bend, and stoop and stand at times for extended periods.

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.

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.

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