



Human Resources Department Assistant (FT, VLD)

CAMPUS: Valdosta Campus

STATUS: Full-time

POSTING TYPE: Regular Posting

Responsible for providing administrative and technical support to the Human Resources Unit of the College to include operating a busy multi-line telephone console; accurately responding to, transferring, and taking messages for incoming and outgoing calls; greeting and directing walk-up customers/visitors seeking assistance in the Cox Hall building; correctly providing information or directing customers/visitors to appropriate offices or individuals; processing and sorting incoming and outgoing mail for the Valdosta Campus; providing appropriate parties with a weekly report of all postage meters of the college; scanning, transferring, and indexing human resources and payroll documents; completing tasks and assignments associated with departmental personnel support functions (purchase orders, work orders, travel arrangements, vehicle requests, expense statements, etc.); entering data from forms, records, reports, and/or other sources into various department specific software programs or databases; and assisting the Valdosta Economic Development office with clerical support as needed. This position may serve as backup to the campus Welcome Centers as well as the Human Resources Specialist when needed. The successful candidate is expected to have a friendly demeanor, a strong work ethic especially in the areas of attendance and quality of work, and a desire to promote Wiregrass opportunities to the surrounding community.

Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.

Reasonable Accommodations Statement: To perform the duties of this position successfully, the incumbent must have the appropriate work experience, hold the appropriate certification and credentials, and be able to perform each key position duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Please contact humanresources@wiregrass.edu to request accommodations.

SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment, Multi-line phone system, Photo ID Camera and Card Printer.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. Very little probability of working beyond the normal shift. Travel is rarely required.

MINIMUM QUALIFICATIONS

Associate's Degree in Business Administrative Technology or related field ***and*** One (1) year of work related experience **OR** High School Diploma ***and*** Two (2) years related work experience. ***Note: Work experience must be in a fast paced, forward facing customer service oriented environment.**

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Prior experience with accessing background checks to include education history, criminal history credit history, driving history (MVR), drug screens, I9s, etc.

SALARY/BENEFITS

Salary is \$32,000/yr. This position is full-time and includes standard State of GA benefits such as leave accrual, options for health & other supplemental benefits, and retirement. This position may qualify the successful candidate for the Public Service Loan Forgiveness Program. *This position is funded in whole or in part by State/Local/Tuition funds.*

BACKGROUND INVESTIGATIONS Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: Satisfactory Credit Check results are REQUIRED as part of the mandatory background check process.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: Wednesday, April 23, 2025 or Until Filled

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia 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). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Vice President for Human Resources and Operations, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Director of Special Populations and Tutoring Services, Valdosta Campus, Berrien Hall, Room 100, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu *student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.