



One-Stop Dept. of Corrections Specialist (PT, Varies)

CAMPUS: Varies

STATUS: Part-time

POSTING TYPE: Regular Posting

Under the leadership of the Coordinator for Enrollment Services and Dean of Student Success/Enrollment Management, provides enrollment processing services for the College's Dept. of Corrections initiative. The One-Stop Dept. of Corrections Specialist is responsible for processing Admissions applications and related paperwork in the appropriate information systems. Data entry will include applications for admission, change of programs, transcripts, residency, etc. related primarily to those students in the DOC credit programs. The One-Stop Dept. of Corrections will function as part of the One-Stop Team; however, the candidate must work closely with those involved with the DOC project. S/He must represent the college in a manner which supports the values, mission, goals, and standard of professional conduct associated with the Technical College System of Georgia. Other duties may be assigned by the Coordinator for Enrollment Services, Dean for Student Success and Enrollment Management.

****This position is partially funded by the WGTC Department of Corrections Contract. This position is part-time, 24 hours a week, and does not offer state benefits. This position will also require use of a P-Card. Satisfactory Credit Check results are REQUIRED as part of the mandatory background check process.**

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, Regular use of college owned or personal vehicle for performance of duties.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. This is a part-time position, therefore no overtime can be earned. Periodic travel between major Wiregrass campuses and satellite sites.

MINIMUM QUALIFICATIONS

Associate's Degree or higher ***and*** Three (3) years of related work experience in a customer service environment.

****Note: Experience may substitute for the degree on a year-for-year basis.**

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Knowledge of BANNER student information software. Experience with Navigate. Target X, SoftDocs, and Microsoft Office Suite is highly desirable. Excellent verbal and written communication skills. Prior work experience in a post-secondary setting.

SALARY/BENEFITS

Salary is \$17.79/hr. This position is partially funded by the WGTC Department of Corrections Contract. This position is part-time, 24 hours a week, and does not offer state benefits. *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: Thursday, July 25, 2024 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), Associate Vice President for Human Resources, 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), 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.