



Surplus-Asset Technician: Information Technology (IT) (PT, VLD)

CAMPUS: Valdosta Campus

STATUS: Part-time

POSTING TYPE: Regular Posting

The incumbent will be responsible for receiving, organizing, and prepping for disposal any underutilized or obsolete computer assets within the Colleges Information Technology Department (IT) on all Wiregrass campuses/sites. The Surplus Asset Technician must be able to work closely and communicate effectively with the IT department and Administrative Services team to gather and maintain detailed records, including but not limited to dates of disposal, pictures, quantities, signatures, titles, types, and disposal method to ensure accurate disposal of assets. The Surplus Asset Technician will maintain a physical inventory of all surplus IT assets by utilizing various systems including but not limited to: AssetWorks, Wiregrass inventory databases, Microsoft Excel, along with the completion of all applicable paperwork. The incumbent must follow all guidelines and procedures associated with the surplus and disposal of assets; assist with periodic physical inventory verification to reconcile the inventory records with the actual assets on campus; apply asset tags as required utilizing tagging procedures to facilitate easier tracking and identification of assets; generate reports as needed on the surplus and disposals for all assets; and any other duties as assigned by management.

A highly qualified incumbent in this position will possess the following qualities and professional attributes: Effective written and verbal communication skills. Ability to determine work priorities and ensure proper completion of work assignments. Ability to establish and maintain effective working relationships with others. Ability to understand, interpret and apply rules, regulations, policies and procedures. Ability to work independently. Demonstrated ability to solve problems and effective decision-making skills. Demonstrated proficiency in the operation of computers and other job-related software (Microsoft Office applications, i.e. Word, Outlook, Excel). Knowledge of basic mathematics.

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.
- 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

High School Diploma or equivalent ***and*** One (1) year of related work experience. The incumbent must possess a valid driver's license and be able to operate a state or personal vehicle for service area travel. Must be able to lift at least 50 lbs., bend, kneel, squat, pull while performing the duties of this position.

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Associate's Degree or knowledge of Asset Management inventory software; knowledge of state inventory control; decision making and problem-solving skills.

SALARY/BENEFITS

Salary is \$14.00/hour. This is a part-time, eligible for Teachers Retirement System retirement benefits, working no more than 27 hours per week. No promise of full-time employment exists. No health nor flexible benefits will be provided. *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: No additional tests are required for this position.**

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, April 17, 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.