**Admin Assistant II – Dual Achievement Program (FT)**

Albany Technical College seeks a full-time Administrative Assistant to support the Dual Achievement Program. Working under general supervision, the Administrative Assistant will perform a variety of support functions and actions to assist the Executive Director, faculty, and staff. The Administrative Assistant will assist with planning and performing such administrative duties as booking travel, managing assigned calendars, preparing business correspondence, and creating agendas for various functions and meetings. The Administrative Assistant will process confidential information related to operations while maintaining and updating files for review, update, and/or approval. The Administrative Assistant will perform and complete administrative tasks and assignments, which may include budget, procurement, safety, security, records, etc., in accordance with local, state, and federal guidelines. The Administrative Assistant will ensure supplies, equipment and facility maintenance needs are monitored and met. He/she will also collect and maintain confidential information as well as input data into the computer for such purposes as maintaining databases and other records. The Administrative Assistant will utilize word processing and other job-related software to routinely draft documents, generate reports, and complete other tasks or assignments including but not limited to adjunct contracts. Time keeping, coordinating meetings and events, managing activities, participating on committees and working special projects as directed by the supervisor are also requirements for the Administrative Assistant. The Administrative Assistant will be required to exercise a high level of confidentiality and demonstrate professionalism, show positive and effective interactions with the public, and possess office proficiency and organizational skills. Performing clerical work functions with excellent knowledge and experience with Microsoft Office and project management is expected of the Administrative Assistant. The Administrative Assistant will perform work duties using high level knowledge of modern office practices and procedures, outstanding ability to operate such workroom machinery as fax machines, copiers, scanners, shredders, etc. and high quality internal and external customer service and interpersonal skills. He/she must have excellent communication skills to include oral, written and listening skills.

**Minimum Qualifications:** The candidate MUST have an Associate’s Degree \*AND\* have one (1) year of experience working in a high-volume, high traffic client environment.

**Preferred Qualifications:** The candidate MUST have an Associate’s Degree \*AND\* have three (3) years of experience working in a high-volume, high traffic client environment \*OR\* have completed a formal training program from an accredited institution in the area of Business Administrative Technology or Office Management \*AND\* have three (3) years of experience working in a high-volume, high traffic client environment.

**Physical Demands:** Work is typically performed in an office environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects occasionally. Full range of hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**  Trenna Marshall HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3619 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |