**Receptionist** (PT)

**Location:** Dougherty County Campus

Albany Technical College seeks a well-qualified, highly motivated individual to fill the positon of Receptionist Part-Time. The Receptionist will report to the Director of Athletics & Student Activities. Under general supervision, he/she will be responsible for performing administrative and clerical duties in support of the Student Affairs Division. The Receptionist will operate a multi-line telephone console and two-way radio system in order to relay incoming and outgoing calls; greet persons entering establishment; provide information or directs calls/visits to appropriate office or individual; operate office machines and computers for the purpose of filing, copying, entering data, maintaining logs, etc.; provide clerical support such as typing, filing, ordering supplies, data entry and sorting mail; receive payments and prepares deposits; assist with coordination of special events on campus, i.e., graduation activities and registration activities; assist with recruiting and marketing activities and registration functions. The Receptionist will arrange travel, assist with special event planning and execution, coordinate campus visits and assist with group tours.

**Minimum Qualifications:** Applicant must possess a Diploma in Business & Technology or related area \*AND\* have two (2) years’ experience performing clerical duties. Must be able to type 45 wpm.

**Physical Demands:** Work is typically performed in an office setting with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** This is a part-time position and does not include insurance benefits; work hours will not exceed 29 per week. Salary is commensurate with education and work experience. Work schedule may include online courses, as assigned.

**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 [hr@albanytech.edu](mailto:hr@albanytech.edu). All positions require a pre-employment criminal prequire 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.**

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards-Director 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 |