**Registration and Testing Assistant** (PT)

Dougherty County Campus

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Registration and Testing Assistant. Under general supervision of the Adult Education Coordinator, the Registration and Testing Assistant will provide high quality customer service and accurate registration and testing for the Office of Adult Education at Albany Technical College. He/she will utilize professional proctoring procedures to support a secure testing environment for all Adult Education assessments. The Registration and Testing Assistant must be proficient in the use of technology to include Microsoft Office, and video conferencing. The Registration and Testing Assistant must have the ability to assist individuals with troubleshooting and basic technology issues. He/she must be able to work independently, follow directions and handle confidential information. He/she may also interact with customers to determine the services/assistance required. The applicant must have good oral and written communication, and the ability to work with individuals from diverse backgrounds.

**Minimum Qualifications:** The candidate MUST possess a High School diploma \*AND\* have one (1) year of related work experience.

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

**Salary/Benefits:** Salary is commensurate with education and work experience. This is a part time position, and the hours will not exceed 29. Salary - $18.00-$20.00 per hour.

**Application Deadline: For best consideration, please submit application by March 30, 2024.** 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:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **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 |