

<b>Job Title</b>	Administrative Support Assistant
<b>Department</b>	Allied Health Sciences and Nursing
<b>Reports To</b>	Dean, Allied Health Sciences and Nursing

### Employment Terms

Full Time- Salaried – Day/Evening Position
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### Qualifications

<b>Education</b>	An associate degree in Business Administrative/Office Technology or related field from an accredited institution. A Bachelor's degree is preferred.
<b>Experience</b>	Two or more years of related experience, preferably in the academic health environment  Must be proficient in Microsoft Office and keyboarding at least 55 words per minute (wpm)
<b>Desirable Knowledge and Skills</b>	Effective communication skills. Experience with BANNER software

### Responsibilities

<ol style="list-style-type: none"> <li>1. Attends division, department heads, and College wide faculty and staff meetings.</li> <li>2. Records and distributes minutes for departmental and advisory committee meetings.</li> <li>3. Performs general clerical duties for academic dean and faculty, which includes but is not limited to photocopying, filing, keying and formatting documents, preparing and mailing correspondences.</li> <li>4. Maintains the equipment inventory for the dean's office.</li> <li>5. Makes rounds to the various program areas to determine and met clerical needs.</li> <li>6. Greets students and visitors and directs them to the appropriate person(s).</li> <li>7. Participates in division and College activities.</li> <li>8. Screens and directs calls for the faculty and department heads.</li> <li>9. Enters the term schedule into BANNER for designated programs.</li> <li>10. Performs other related duties as assigned by the Dean of Allied Health Sciences and Nursing.</li> </ol>
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### APPLICATION DEADLINE: Until filled

Applications are submitted <b>on-line only</b> at <a href="http://www.augustatech.edu">www.augustatech.edu</a> .
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### TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. <b>Official transcripts must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a>.</b>
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### PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. <i>(Conducted through Augusta Technical College)</i>
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### CONTACT

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a>
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### SALARY

<i>Commensurate with education and work experience.</i>
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