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| Job Title | Admissions Assistant |
| Department | Adult Education |
| Reports To | Dean of Adult Education |

EMPLOYMENT TERMS:

Part-time - Various

QUALIFICATIONS:

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|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education | Associate's Degree from an accredited post-secondary institution. |
| Experience | A minimum of two years paid work experience in field or related field. Knowledge of Banner software and GALIS data system a plus. |
| Desirable Skills | Must have effective communication skills. Must have excellent customer service and human relations skills. Must have email skills and must be familiar with Microsoft Office. |

PRIMARY DUTIES:

Processes applications for admissions from initial contact to acceptance. Receives phone calls and provides information and guidance as needed; greets applicants, visitors, and students and refers special cases to the Executive Director of Adult Education. Inputs and images pertinent data for each application. Schedules and notifies applicants for admissions placement testing as needed. Verifies that applicants have met admissions requirements for entry into chosen program or course. Assists with new student registration. Generates computer reports for admissions processing as needed. Performs other duties as assigned by the Executive Director of Adult Education.

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. (Augusta Technical College will conduct)

CONTACT

Shirley Rouse, Pre-Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Hourly.

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 Equal Opportunity Institution