

<b>Job Title</b>	<b>ADMISSIONS ASSISTANT</b>
<b>Department</b>	STUDENT AFFAIRS
<b>Reports To</b>	Dean of Campus Operations

**EMPLOYMENT TERMS:**

*Part-time (19.5 hours per week)*

**QUALIFICATIONS:**

<b>Education</b>	A minimum of an Associate's degree in Business, Marketing, or a closely related field from a regionally accredited postsecondary institution.
<b>Experience</b>	Two or more years work related experience is required. Computer data entry experience. SCT Banner experience is a plus.
<b>Desirable Skills</b>	Effective communication skills.

**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 Director of Enrollment Services. 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 and notifies applicants regarding acceptance; registration, etc., by sending appropriate correspondence. Notifies Registrar if students ready to be evaluated for transfer credit evaluation. Assists with new student registration each term. Generates computer reports for admissions processing as needed. Performs other duties as assigned as assigned.

**APPLICATION DEADLINE: Until filled**

Applications are submitted **on-line only** at [www.augustatech.edu](http://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 or electronically to [srouse@augustatech.edu](mailto:srouse@augustatech.edu).

**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](mailto:srouse@augustatech.edu)

**SALARY**

*Hourly*

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