

Job Title	OFFICE ASSISTANT
Department	ON CAMPUS & OFF CAMPUS
Reports To	DEPARTMENT SUPERVISOR

EMPLOYMENT TERMS:

Work-Study

QUALIFICATIONS:

Education	HIGH SCHOOL DIPLOMA OR GED
Experience	No experience required.
Desirable Skills	Must have effective communication skills.

PRIMARY DUTIES:

Office assistants work in various positions on and off campus. Responsibilities for student employee include providing customer service to office visitors, staff, and faculty; as well as clerical and lab assistance as needed. Assists with other responsibilities as assigned by the department's or agency's supervisor.

APPLICATION DEADLINE: Until filled

Applications are submitted through Augusta Technical College's Applicant Management System at www.augustatech.edu .
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PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. (Conducted by Augusta Technical College)

CONTACT

Beverly Smyre Hines at 706.771.4149.

SALARY

\$9.00

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 Equal Opportunity Institution