

Job Title	ADULT EDUCATION COMMUNITY ENGAGEMENT LIAISON
Department	ADULT EDUCATION
Reports To	DEAN OF ADULT EDUCATION

EMPLOYMENT TERMS:

Part Time - Hourly

QUALIFICATIONS:

Education	An Associate's degree from a regionally accredited college or university is required.
Experience	A minimum of one to three years, paid work experience in education, business, industry, or military environments is preferred.
Desirable Skills	Active participation in professional organizations; demonstrated skills in organizational planning, public relations, marketing, and research. Must demonstrate effective communications skills.

PRIMARY DUTIES:

Assist in the coordination and implementation of recruitment programs and activities. Conduct new student orientation. Plans and conducts recruiting visits and activities to businesses and community groups. Reports all recruitment activities. Maintains contact with prospective students. Answers admissions requests and inquiries concerning enrollment (phone, walk-ins, letter, and email). Assists with advisement and registration of new and continuing day and evening students. Performs other duties as assigned.

APPLICATION DEADLINE:

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 Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

CONTACT

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

SALARY

Commensurate with education and experience.

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