



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Eisenhower.

ABOUT THE POSITION

Job Title: Compliance Coordinator

JOB CODE: 10305

Campus Location: Augusta Campus

Salary: \$43,680.00-\$55,063.30; commensurate with education and work experience.

JOB SUMMARY

The Coordinator is responsible for the coordination, development, monitoring, and completion of project initiatives associated with the assigned area.

MINIMUM QUALIFICATIONS

- A minimum of a Bachelor's degree from an accredited institution.
- Three or more years of work-related experience.
- Experience with software system such as Banner.

COMPETENCIES

- Knowledge of running and writing SQL Scripts.
- Backend knowledge of Etrieve.
- Banner and DegreeWorks coding skills.
- Effective oral and written communication skills.
- Competent computer skills and ability to use common software programs (e.g. Microsoft Word, Excel, PowerPoint).

MAJOR DUTIES

- Ensures accuracy of college reporting requirements to state and federal agencies regarding institutional accreditation requirements. Collaborates with Vice Presidents and Deans regarding information needed for accreditation reports and visits.
- Maintains the College's Policies and Procedures Manual and other manuals such as Student Handbook & Wellness Guide.
- Maintains Academic Catalog, Banner Catalog, and Degree Works system.
- Maintains Faculty Credentials and Rosters each semester for institutional accreditation requirements.
- Maintains Professional Development (college and state) requirements of all college employees and submits periodic reports to college managers.
- Reviews documents before their release such as the Annual Security Report, Annual FERPA Notification, and any marketing material that contains a full listing of College programs.
- Maintains College Program Advisor List.
- Supports annual cost updates, reporting, and new program requests for WIOA funding.
- Serves as Technical Support for the Anthology System as it relates to Accreditation and Planning Modules.
- Pulls data from Banner using SQL Developer as needed for the Office of Institutional Effectiveness and Research.
- Creates and manages Etrieve forms for Academic Affairs and Institutional Research and Effectiveness.
- Serves on various committees including the Assessment Committee, Curriculum Committee, and others as assigned.
- Provides administrative support to the Associate Vice President of Academic Affairs.
- Other duties as assigned by the Associate Vice President of Academic Affairs or Provost.

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). The cover letter should describe your teaching viewpoint and how your work and educational experience have prepared you for the instructor position. This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.