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 has remained dedicated to promoting 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 cybersecurity. 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 Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also boasting the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Administrative Assistant II, School of Health Sciences   **Job Code:** 61804

Campus Location: Summerville Site

Salary: $33,000.00 – $35,676.36; Commensurate with education and work experience.
Augusta Technical College has a remote work procedure which allows full-time non-essential staff members and full-time faculty up to eight (8) hours to be completed remotely with supervisor approval. Thirty-two (32) hours must be completed on campus per week.

JOB SUMMARY

The **Administrative Assistant II** performs advanced and diversified administrative and clerical support for the School of Health Sciences using a comprehensive level of experience to ensure efficient operations within the department.

MINIMUM QUALIFICATIONS

An associate's degree in Business Administrative Technology **and** One (1) year of work-related experience
OR a high school diploma **and** Two (2) years related work experience

PREFERRED QUALIFICATIONS

Two (2) or more years of related experience, preferably in the academic health environment.
Proficient in Microsoft Office and keyboarding of 55 words per minute or higher

COMPETENCIES

- Skill in the use of computers and job-related software programs
- Knowledge of modern office practices and procedures
- Ability to operate workroom machinery such as fax machines, copiers, scanners, shredders, etc.
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MAJOR DUTIES

Under general supervision:

- Performs and completes tasks and assignments associated with personnel support functions for assigned organizational unit or program (purchase orders, travel arrangements, expense statements, etc.);
- Provides support to other administrative staff.
- Completes complex processing of documents and/or transactions for assigned organizational unit, program, and/or specialized function/activity.
- Conducts research using a variety of sources to complete, prepare, assemble, process, and/or generate reports and other documentation, or to respond to inquiries, questions, or requests.
- Enters data from forms, records, reports, and/or other sources into the computer for purposes such as maintaining databases.
- Uses computer software as a tool for performing clerical assignments.
- Monitors use of and maintains supplies, equipment, and/or facilities for assigned work unit or program area;
- Perform any other related duties as required.

APPLICATION DEADLINE: The position will remain open until filled. All application packets MUST be completed via the Online Job Center at 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). 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 contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

08/2025