



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 Eisenhower.

ABOUT THE POSITION

Job Title: Administrative Assistant II, Information Technology Department

Job Code: 61804

Campus Location: Augusta Sites

Salary: \$33,000 - \$35,676 annually; Commensurate with education and work experience.

JOB SUMMARY

The Administrative Assistant II performs all secretarial and administrative support tasks for the Augusta Technical College Information Technology (IT) Department and is responsible for day-to-day key functions in collaboration with the IT Director to assist in meeting departmental goals and objectives.

MINIMUM QUALIFICATIONS

An associate's degree and one (1) year work work-related experience
or a high school diploma or equivalent, and two (2) years of related work experience.

PREFERRED QUALIFICATIONS

- Associate degree in Business Administration, Business Administrative Technology, Computer Information Systems, or a computer-related field.
- Experience providing administrative support to senior-level management.
- Proficiency in using the Microsoft Office Suite, Adobe Acrobat, and collaborating software such as Teams and WebEx.
- Ability to work responsibly with or without direct supervision.

A Unit of the Technical College System of Georgia

COMPETENCIES

- Knowledge of IT concepts, terminology, and processes.
- Skill in the operation of computers and job-related software programs.
- Strong problem-solving and critical-thinking abilities.
- Effective oral and written communication skills.
- Good interpersonal skills and the ability to work well with others.

MAJOR DUTIES

The following described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Support the IT Department as the administrative focal point.
- Maintain calendars, arrange meetings and appointments for the IT Director.
- Coordinate the scheduling of regular staff meetings, gathering agenda items and materials as required, and preparing and distributing the finalized agenda.
- Prepare reports, presentations, and meeting minutes.
- Perform and complete tasks and assignments associated with personnel support functions for the IT Department (purchase orders, purchase requisitions, receiving forms, travel arrangements, expense statements, etc).
- Collaborate with cross-functional teams to facilitate effective communication and information.
- Monitor incoming emails, inquiries, requests, and progress of work orders and departmental assignments, ensuring timely and appropriate responses, tracking deadlines, and ensuring deliverables are met.
- Maintain confidentiality and handle sensitive information with discretion.
- Maintain IT Department inventory, including additions, transfers, and surplus of equipment.
- Process contracts and lease agreements, requisition office supplies, and coordinate document storage procedures.
- Perform other administrative support procedures as assigned for effective office management.

Work Environment

- Flexibility and adaptability to changing priorities and deadlines.
- Be able to prioritize multiple assignments effectively.
- Exercise patience and professionalism at all times.
- Work a flexible schedule, including evening and weekend assignments.

Physical Demands

- Stand, walk, and sit for extended periods.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and other computer components.
- Lift and/or move up to 50 pounds.
- May require use of portable or folding ladders 3 to 20 feet in height.



APPLICATION DEADLINE: The position will remain open until filled. All application 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). 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

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.

08/2025