



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 bolstering 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 to the School Public and Professional Services

Job Code: 61804

Campus Location: Augusta Campus

Salary: \$33,000.00- \$35,676.36; Commensurate with education and work experience.

NOTE: 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's approval. Thirty-two (32) hours must be completed on campus per week.

JOB SUMMARY

The **Administrative Assistant II** will be responsible for providing technical-level support and office administration to the School Public and Professional Services.

MINIMUM QUALIFICATIONS

- **Education:** An associate degree in Business Administrative/Office Technology or related field from an accredited institution.
- **Experience:** Two or more years of full-time employment as an administrative support person. Competent computer skills and ability to use common software programs (i.e., Microsoft Word, Excel, PowerPoint, etc.)

PREFERRED QUALIFICATIONS

Two or more years of full-time employment as an administrative support person in an academic setting.

COMPETENCIES

- **Knowledge:** This position requires a thorough knowledge of college policies and procedures; Microsoft Office software, internet, and email; telephone etiquette; and interpersonal skills. The ability to handle multiple tasks at one time and prioritize workload. Experience with BANNER software. Attention to detail. Decision-making and problem-solving skills
- **Skills:** This position requires skills in the use of a computer, software, including Microsoft Office. Requires strong interpersonal and organizational skills as well as typing proficiency. Effective oral and written communication skills. Keyboarding skills (at least 40 words per minute). Customer service oriented.

MAJOR DUTIES

- Assist the Dean in organizing and executing the School of PPS operations
- Greet visitors to the School of PPS and directs them to the appropriate person or office
- Accurately respond to questions and concerns
- Answer and screens School of PPS phone calls as needed and responds to telephone inquiries
- Enter and maintain term schedules in BANNER software
- Maintain electronic academic records for instructors
- Maintain and prepare full-time and part-time payroll reports
- Receive and distribute incoming mail
- Prepare contract addenda and employment agreements
- Attend School of PPS, department-heads, and college-wide faculty and staff meetings
- Record and distribute meeting minutes when requested for the School of PPS
- Maintain a filing system for faculty information, contracts, purchase documents, and other correspondence
- Compile information as needed to generate reports and complete projects
- Responsible for making requested purchases using Team Marketplace purchasing software
- Monitor and maintain office equipment and supplies, and submit requests for repairs and/or reordering when necessary.
- Serve as Basic Law Enforcement administrative support assistant and assist the Director of the Law Enforcement Academy in organizing and executing academy activities
- Maintain confidential personnel and cadet information and files
- Assist in the admissions processes for academy cadets and maintain communication with the Student Services department
- Prepare paperwork for cadet background checks
- Complete required professional development activities
- Perform other related duties as assigned

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.