



## **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: Adult Education Data Manager (Full-Time)**

**Job Code: 61831**

**Campus Location: Augusta Site**

**Salary: \$46,000.00 Annually**

### **JOB SUMMARY**

The **Data Manager for Adult Education** is responsible for entering data into a variety of formats and computer programs and generating documents and reports requiring program area knowledge.

### **MINIMUM QUALIFICATIONS**

High School Diploma/Equivalency required.

### **PREFERRED QUALIFICATIONS**

An associate's degree or higher preferred. A combination of education and prior work experience directly related to data input and analysis.

### **COMPETENCIES**

- Excellent verbal and written communication skills
- Ability to plan, organize, and coordinate work assignments effectively
- Computer literacy, including proficiency with Microsoft Office
- Strong time management skills with the ability to meet deadlines for weekly reports

*A Unit of the Technical College System of Georgia*

- Excellent customer service and human relations skills

## MAJOR DUTIES

- Responsible for managing all GALIS activity. This includes but is not limited to:
  - Adding and updating the master schedule
  - Adding new sites and uploading site instructor and staff information, ensuring all new and existing student data and test scores are entered
  - Enrolling students in classes and adding attendance hours
  - Assist with monitoring hours for posttests and scheduling test sessions
  - Updating professional developments.
- Train and support instructors in data collection procedures and use of GALIS
- Responsible for managing Target-X for the Adult Education Department
- Responsible for ensuring all supporting documentation is maintained, including class enrollment forms, class sign-in sheets, and weekly attendance forms.
- Must be able to run and forward required reports to supervisors and instructors
- Analyze data and share findings with the Dean
- Regularly review data to identify missing and inaccurate information
- Attend staff meetings, local staff developments, and required training
- Assist with student registration, testing, and orientation
- Perform other 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.

09/2025