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 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 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: Student Affairs Admissions Assistant (Full-time)   **Job Code:** 61832

Campus Location: Thomson Campus

Salary: $30,000 - $32,000; Commensurate with education and work experience.

JOB SUMMARY

The **Student Affairs Admissions Assistant** is responsible for performing administrative and clerical duties in support of the Student Affairs Program.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency and at least 2 years of full-time related work experience are required.

PREFERRED QUALIFICATIONS

A credential in Business Technology or a closely related field from an accredited postsecondary college or university is strongly preferred. At least 1 year of full-time related work experience required.

COMPETENCIES

Must demonstrate strong technology and computer applications skills, customer service, organizational skills, and verbal and written communication skills. Flexibility of travel if necessary.

MAJOR DUTIES

A Unit of the Technical College System of Georgia

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- Processes applications for admissions from initial contact to acceptance.
- Assists with campus tours.
- Responds to incoming leads and other inquiries through the website or other marketing efforts.
- Receives phone calls and provides information and guidance as needed; greets applicants, visitors, and students, and refers special cases to the Assistant Director of Admissions.
- Inputs and images pertinent data for each application.
- Schedules and notifies applicants for admissions placement testing as needed.
- Verifies that applicants have met admissions requirements for entry into chosen program or course and notifies applicants regarding acceptance, registration, etc., by sending appropriate correspondence.
- Assists with new student orientation and registration each term.
- Generates computer reports for admissions processing as needed.
- Performs other duties as assigned 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). 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.

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