



## **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:** Student Affairs Assistant - Military/Veteran Services

**Job Code:** 61832

**Campus Location:** Augusta Campus

**Salary:** \$13.50/Hour

### **JOB SUMMARY**

The **Student Affairs Assistant - Military/Veteran Services** is responsible for performing technology-related and administrative duties associated with the delivery of VA education benefits.

### **MINIMUM QUALIFICATIONS**

A high school diploma or high school equivalency and 3 years of experience with computer support, information technology, and navigating VA benefits processing.

### **PREFERRED QUALIFICATIONS**

A credential in Business Administration or Information 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

- Assist students with resources within the Military Service Center.
- Serves as intake/processing representative for individuals submitting applications for all campuses.
- Serves as intake/processing representative for individuals submitting military enrollment certification requests for all campuses.
- Assists students and/or parents in navigating the process to utilize various types of VA education benefits.
- Assist with the preparation and maintenance of active and inactive military/veteran files.
- Keep VA informed of the enrollment status of veterans and other eligible persons.
- Apprise the Military Services Coordinator of any internal problems that may affect service to VA students.
- Keep up to date on current VA rules and benefits.
- Assists with the guidance of work-study students related to customer service, cleanliness, and restocking of supplies for the Military Service Center.
- All other duties as assigned by the Military Services Coordinator.

**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.

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