

Job Title	ONE STOP FACILITATOR <i>Augusta Campus</i>
Department	ECONOMIC DEVELOPMENT
Reports To	ONE STOP COORDINATOR

EMPLOYMENT TERMS:

Full Time - **This is a Grant Funded position.**

QUALIFICATIONS:

Education	Associate or other advanced degree from an accredited postsecondary institution.
Experience	A minimum of three (3) years' experience in an administrative, human services, or business environment.
Desirable Skills	Must have effective communication skills. Working knowledge of computers is required.

PRIMARY DUTIES:

Acquires and evaluates appropriate information from customer to identify the type and level of assistance needed to support the customer's career development. Recognizes needs of various individuals and adapts services to meet their needs. Utilizes appropriate automated systems and data sources to assist with career development or supportive services. Informs customer of available self-help resources (software, Internet, videos, books, office equipment, etc.) Facilitates and encourages customer use of resource tools. Monitors customer flow, workload, and takes appropriate action by effectively handling the needs of multiple customers. Maintains and demonstrates basic knowledge of available community resources and refers customers to the appropriate service partner within the One-Stop delivery system. Performs routine administrative duties in support of the center. Performs other duties as assigned by the One-Stop Coordinator. Enters data from forms, records, reports and/or other sources into computer for purposes such as maintaining databases and statistical reports. Consistently uses internet and computer software (e.g. database, word processing, spreadsheets graphics) for performing routine administrative assignments.

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** should be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. (Conducted through Augusta Technical College)

CONTACT

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Commensurate with education and work experience.

A Unit of the Technical College System of Georgia
Equal Opportunity Institution