



Position Announcement February 2018

Position: Administrative Assistant I

Position Status: Full time

Application Deadline: February 22, 2018

Position Summary:

The Administrative Assistant I provides secretarial and clerical support to the unit and serves as a liaison between the program/administrative/technical operation and clients. Maintains confidentiality. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position may require travel to any of the satellite locations within the College's service area and additional travel as needed.

Major responsibilities may include, but are not limited to the following:

- Provides secretarial and clerical support to the unit
- Serves as liaison between the program/administrative/technical operation and clients; determines the nature of the client's business and provides appropriate information and assistance. Refers to appropriate personnel when necessary
- Proofreads and edits documents for content, context, accuracy and consistency
- Copies, distributes and files appropriate letters, memoranda, reports and other materials
- Utilizes a variety of software to produce documents, spreadsheets, visual aids and promotional materials
- Maintains filing and records-keeping systems
- Conducts research using a variety of resources to generate reports, solve departmental issues, find new technology solutions
- Orders and maintains office supply inventory
- Schedule vehicle reservations as needed

Location / Schedule:

This position is projected to work 7:45 a.m. to 4:45 p.m. Monday to Thursday, and 7:45 a.m. to 3:30 p.m. Friday. A flexible schedule or additional hours to include evenings and/or weekends as needed. Position will be assigned to the Warner Robins campus with travel within the college's service area as well as additional travel as needed.

Minimum Qualifications Required:

- High School Graduate or equivalent
- Six (6) months of documented work related experience

Preferred Qualifications, in addition to minimum qualifications:

- Documented experience working in postsecondary education

Salary / Benefits:

Gross annual rate of \$24,600.00. This is a 12-month, full-time position and is eligible for benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

APPLICATION PROCEDURE:

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings

Criminal History Records

Motor Vehicle Records

Employment References

Pre-Employment Drug Test

Fingerprint Records

Credit History Records

Psychological Screening

Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.