

**Job Vacancy Announcement**

**Position: Program Assistant - Student Affairs**

**Location: Macon Campus**

**Minimum Qualifications:**

1. One year business school, college, or one year general office work experience to include duties such as telephone usage, filing, typing, handling student’s/customers' questions or inquiries, data entry, computer usage, and/or bookkeeping/accounting.
2. Knowledge and usage of MS Word, Excel, Publisher and PowerPoint.

**Preferred Qualifications:**

1. Significant administrative work experience in an educational or postsecondary educational environment and proficiency in Banner Information System.
2. Strong Organizational and time management skills.
3. Strong proficiency in Microsoft Office Word, Excel and Publisher (preferably 2010 version).
4. Experience with SQL.

**General Duties**

Under general supervision performs a variety of administrative and clerical duties. Conducts comprehensive clerical research using a variety of resources to generate reports and respond to requests. Assists in the preparation of special reports and performs special projects for management. Maintains filing and record-keeping systems.

**Salary/Benefits:**

Salary is commensurate with experience and education. This is a full-time position with paid holidays, annual and sick leave accrual, health insurance and other State of Georgia flexible benefits.

**Application Procedure:**

Applications will be accepted until filled; however, the initial screening process will begin 3/29/2011. Please apply online and upload a resume, cover letter and college transcripts. Before a candidate is hired, a pre-employment criminal background investigation is conducted, motor vehicle records are reviewed, and employer/professional references are checked. CGTC does participate in E-verify.

Please be aware that all Central Georgia Technical College employees must be paid by Direct Deposit unless exempted by the State Accounting Office based on “hardship” documentation provided by the employee.

**Response Deadline:** Until filled (Initial screening will begin 3/29/2011)

**Employment Policy:** *Central Georgia Technical College (CGTC) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award technical certificates of credit, diplomas, and associate of applied science degrees. CGTC does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, or veteran status, or citizenship status*

*CGTC, a unit of the Technical College System of Georgia, is an Equal Opportunity Employer*