**POSITION ANNOUNCEMENT**

**POSITION: Academic Affairs Administrative Assistant**

**POSITION DESCRIPTION:** This position is responsible for performing administrative and clerical duties in support of the assigned area within Academic Affairs.

**MAJOR DUTIES:**

**ADMINISTRATIVE SUPPORT**

* Provides administrative services in support of the Dean or Director to ensure effective operation of the assigned area within Academic Affairs.
* Provides information and assistance on relevant area of Academic Affairs, takes messages, and refers customers to appropriate personnel.
* Initiates, composes and accurately types correspondence, memoranda, and administrative documents.

**DATA COMPILATION AND REPORTING**

* Utilizes a variety of software applications in the development of design of informational flyers, and/or other documents.
* Establishes and maintains organized, accessible, and current files and record-keeping systems.
* Has a working knowledge of internal and external systems, which may include DegreeWorks, Banner Web, and/or EMS.

**COMMUNICATIONS AND OFFICE OPERATIONS**

* Monitors facility maintenance needs.
* Maintains records of office supply budget expenses.
* Maintains office supplies and equipment.
* Performs other related duties as assigned.

**KNOWLEDGE REQUIRED:**

* **Knowledge of modern office practices and procedures.**
* **Knowledge of modern office equipment.**
* **Knowledge of customer service standards.**
* **Skill in the operation of computers and job related software programs.**
* **Skill in decision making and problem solving.**
* **Skill in dealing with the public.**
* **Skill in oral and written communication.**

**MINIMUM QUALIFICATIONS:**

* **High School diploma required.**
* **Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.**

**SALARY/BENEFITS:** $39,110.21 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: October 2025**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***