## 

## POSITION ANNOUNCEMENT

**POSITION:** Program Assistant-Adult Education Part-time – Cartersville (Summer Hill)

**POSITION DESCRIPTION**: This position provides support for adult education programs. The hours for this position are Mondays, Tuesday, Thursday from 8:00AM – 2:00 PM, Wednesday 8:30am – 6:30pm

**MAJOR DUTIES:**

Administrative/Clerical:

* Provides secretarial and clerical support for program operations.
* Enters student information into GALIS.
* Reviews and corrects student data.
* Maintains filing, record-keeping systems, manuals and other materials.
* Maintains the confidentiality of records; releases information according to program guidelines.
* Prepares memoranda, letters, and other correspondence; distributes materials to appropriate parties.
* Proofreads and edits documents for accuracy and consistency.
* Maintains GED registration records; coordinates GED graduation exercises.
* Retrieves, sorts, screens and distributes incoming mail.
* Maintains program supply inventory; reorders as needed.

Customer Service:

* Conducts pre-testing and registration sessions.
* Answers telephone and greets visitors; provides information and assistance; takes messages; makes appointments; refers to appropriate personnel.

Instructional Related:

* Assists instructor with classroom presentations.
* Tutors and assists individual students in the learning environment.
* Performs related duties.

**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.
* Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.

**PREFERRED QUALIFICATIONS:**

* Bilingual (English/Spanish or English/French).

**SALARY/BENEFITS**:

* $15.00/hour.
* There are no state benefits included.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs and 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.

**ANTICIPATED EMPLOYMENT DATE:** **10/01/2022**

**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%7Cshereida.austin%40chattahoocheetech.edu%7C848e414b7f88429d188908d8ef129b16%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522210499865097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CrCny4cJJZoaBnMxTtjjB1mhjLL7U33Hhl8g0cgwQr0%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 Warrington, 980 S Cobb Drive, C 1102B, Marietta, GA 30060, 770-975-4023,   [Shanequa.Warrington@chattahoocheetech.edu](mailto:Shanequa.Warrington@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.***