## **POSITION ANNOUNCEMENT**

**POSITION AREA:** Institutional Effectiveness/Academic Support/Testing

**POSITION DUTIES**:

The Testing Center provides students, faculty, staff, and members of the surrounding communities a variety of testing opportunities. The person in this position would report to the Testing Coordinator and would assist the Testing team by communicating with testers via email and phone to confirm and/or cancel test appointments. This position may include other clerical responsibilities such as answering the phone, assisting walk-in customers, filing, disseminating information to test proctors, and supporting other testing area requirements.

**MINIMUM QUALIFICATIONS:**

Excellent phone/conversation skills.

Strong customer service skills.

Knowledge of MS Office.

Ability to multi-task.

**ELIGIBILITY REQUIREMENTS: *(In addition to the minimum qualifications)***

* Students must have completed the financial aid application process, including filing a Free Application for Federal Student Aid (FAFSA).
* Students must be either U.S. citizens, permanent resident aliens, or other eligible classifications of non-citizen.
* Students must have financial need as determined by a uniform need analysis evaluation performed by Chatt Tech according to federal guidelines based on FAFSA.
* Students must be enrolled for the semester they are working as a work-study employee.
* Students must be in good academic standing at the college and maintain satisfactory academic progress according to federal guidelines.
* Students must pass a mandatory background check.

**SALARY/BENEFITS:** $12.00 per hour. Students may not work more than 19 hours per week. No Benefits.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Me@Chatt Tech”, then under “Faculty & Staff” select “Jobs and Careers at Chatt Tech”, then “Visit JobCenter” and complete an online application for Federal Work Study.

Please be aware that all Chattahoochee Technical College employees will be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**RESPONSE DEADLINE:** Until filled

**Expected EMPLOYMENT START DATE:** Until filled

**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.***