**POSITION ANNOUNCEMENT**

**POSITION AREA:** Office of Career Development

**POSITION DUTIES:** The Office of Career Development federal work study student will assist the department in serving students, alumni, community members, and employers both in-person and online.  Duties include student/alumni outreach, general office tasks, assist during career fairs, workshops, events, and with special projects. This role is best suited for someone who is dependable, punctual, and eager to support students and employers.

**MINIMUM QUALIFICATIONS:**

* Ability to work well with others
* Excellent customer service
* Excellent written and oral communication
* Proficiency in MS Office applications and willing to learn other platforms
* Desire to help others

**Essential Functions**

* General office tasks including: data entry, organizing, responding to inquiries via phone
* Student outreach, including reaching out to students with specific information via phone.
* Confirming student appointments
* Researching career trends and assisting in developing innovative ideas
* Assisting with planning and execution of projects and events
* Preparing or designing marketing materials including but not limited to brochures, flyers, etc.
* If schedule allows, may need to travel the North Metro Campus for career fairs events
* Assist students with selecting attire at the Eagle Career Clothing Closet at Marietta campus
* Other duties as necessary

**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, 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, 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.

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