## POSITION ANNOUNCEMENT

**POSITION AREA:** FWS – Admissions, North Metro Campus

**POSITION DUTIES**: Support daily operations of Admissions including answering phone calls; accepting admissions documents; front desk assistance; and other duties as assigned.

**Routine Functions:**

* Greet and assist students, faculty and staff, and guests in a professional manner by phone or in person.
* Respond to general inquiries about the college and programs of study.
* Direct guests to the appropriate department for inquiries outside the scope of Student Affairs.
* Assist in interpreting inquiries related to the Intensive English Program (IEP), English as a Second Language, and academic programs.
* Assist with Student Affairs events as needed.

**MINIMUM QUALIFICATIONS:**

* **Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)**
* **Exceptional Communication skills**
* **Able to work well with others, including diverse populations**
* **Ability to maintain confidentiality**
* **Strong organizational skills**
* **Strong customer service skills**

**PREFERRED QUALIFICATIONS:**

* The ideal candidate is fluent in Spanish and English.

**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 CTC according to federal guidelines based on FAFSA.
* Students must be registered for 6 or more credit hours during the times 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@CTC” then “Faculty & Staff” then “Jobs and Careers at Chatt Tech” and complete an online application.

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:** Ongoing

**EMPLOYMENT DATE:** Spring 2024

**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%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 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.***