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## POSITION ANNOUNCEMENT

**POSITION:** Program Support-Adult Education Part-time (Ellijay)

**POSITION DESCRIPTION**: This position provides support for adult education programs. The hours for this position are Monday through Thursday from 5PM-8PM.

**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).

**SALARY/BENEFITS**:

* $12.00/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.

**RESPONSE DEADLINE/ ANTICIPATED EMPLOYMENT DATE:** February 2020

**EMPLOYMENT POLICY:**Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college’s accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College. 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).  This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment & Opportunity Act of 1998 (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa Warrington, 980 South Cobb Dr, Building C 1102B, Marietta, GA 30060, (770) 975-4023 or [Shanequa](mailto:Shanequa).Warrington@chattahoocheetech.edu and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A100, 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.***