

**Position Announcement**

**Position:**  Federal Work Study Student – Data Processing Assistant

**Location:** Enrollment Services

**Nature of Duties:**

Student needed to answer telephone calls at the receptionist area and direct patrons to the correct area or transfer patron to the correct area; Stay abreast of all applicable rules and regulations regarding the Enrollment Services area; Create new student file folders, update existing file folders, as presented and accurately file student folders in alphabetical order, by year of attendance, as trained.

**Major Duties:**

* Create new student file folders and updating folder based on information received;
* Accurately file and alphabetize student folders in file drawers;
* Accurately answer telephones and disseminate information to the appropriate party or area;
* Cover lunch hours for testing and information desk.

**Minimum Qualifications:**

* Be enrolled as a student at Columbus Technical College
* Completed a FAFSA and be identified as being eligible for federal aid
* Complete a Federal Work-Study Employment Application.

**Salary/Benefits:**  $7.50 per hour; no benefits

**Method of Application:** Interested candidates must complete electronic application process at [www.columbustech.edu, CTC Careers](https://www.easyhrweb.com/JC_Columbus/JobListings/JobListings.aspx), Federal Work Study and upload a cover letter and resume. **Application Deadline is July 4, 2019.**

**Employment Policy:** The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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 Act of 1998 (WIA) 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 Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following persons have been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Henry Gross, Title IX Coordinator, at 706.649.1883 and Olive Vidal-Kendall, Section 504 Coordinator, at 706.649.1442.