

**Position Announcement**

**Position:**  Federal Work Study Student – Office Assistant

**Location:** Disability & Special Services Department

**Nature of Duties:**

Under supervision of The Director and Staff of Disability and Special Services, provides quality

external and internal customer service including interaction with students, parents, faculty, and

the general public.

**Major Duties:**

* Provides quality external and internal customer service;
* Performs routine clerical duties such as typing, filing, making copies, mail delivery, assisting with department activities, providing computer assistance, and assisting with special projects, and/or related duties.

**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.

**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.