

**Position Announcement**

**Position:**  Federal Work Study Student – Finance & Administration Assistant (Off-Campus)

**Location:** PAWS Humane, Inc.

**Nature of Duties:** Assists in coordinating day-to-day operations of human resources, payroll, and accounting functions.

**Duties include the following:**

* Assist in maintaining employee personnel files
* Assist in reconciling monthly benefits statements
* Assist in recruitment, interviewing, hiring, orientation, and termination
* Assist in processing payroll
* Assist in ensuring all bills and invoices are coded, entered, and paid
* Assist in reconciling and deposit of cash receipts

**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:**  $8.50 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.