



Administrative Assistant for Health Technologies Full Time Walker County Campus

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Administrative Assistant for Health Technologies to be located on the Walker County Campus, and may be required to travel to other campuses to meet operational requirements. This position will report to the Dean of Nursing and Health Technologies. The work schedule consists of 40 hours per week on campus.

Duties/Responsibilities:

- Performs and completes tasks and assignments associated with personnel support functions for assigned organizational unit or program, (purchase orders, travel arrangements, expense statements, etc.);
- Provides support to administrative staff;
- Completes complex processing of documents and/or transaction for assigned organizational unit, program and/or specialized function/activity;
- Conducts research using a variety of sources to complete, prepare, assemble, process, and/or generate reports and other documentation, or to respond to inquiries, questions or requests;
- Enters data from forms, records, reports, and/or other sources into computer for purposes such as maintaining databases;
- Uses computer software as a tool for performing clerical assignments;
- Monitors use of and maintains supplies, equipment and/or facilities for assigned work unit or program area; and
- Other duties as assigned.

Competencies:

- Skill in the use of computers and job-related software programs
- Knowledge of modern office practices and procedures
- Ability to operate workroom machinery such as fax machines, copiers, scanners, shredders, etc.
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

Minimum Qualifications:

Associate degree in Business Administrative Technology or related field *and* one year of work-related experience; *OR* high school diploma or equivalent *and* two years work-related experience.

Preferred Qualifications:

Associate or Bachelor degree in Business/Health Administration or related field of study.

Salary: \$34,320 per year

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen.

No phone calls or emails please.

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.