



**Administrative Assistant to the  
Executive Director of Institutional Advancement  
Part Time  
Floyd County Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the part time position of Administrative Assistant to the Executive Director of Institutional Advancement at the Floyd County Campus, and may be required to travel to other campuses to meet operational requirements. This position will report to the Executive Director of Institutional Advancement. This position is not a supervisory role. This position will work a maximum of 29 hours per week with a regular set schedule. There may be times when the position is asked to alter the regular work days and times.

**Duties/Responsibilities:**

- Provides administrative support such as preparing and disseminating communications; overseeing parts of the student scholarship process; assisting with special events; ensuring project folders are complete and current, etc.;
- Provides assistance and advanced secretarial/clerical support to the Executive Director and Foundation Administrator;
- Manages and maintains projects related to marketing communications with internal and external audiences;
- Create and update records ensuring accuracy and validity of information;
- Assisting the Executive Director of Institutional Advancement with coordinating the operations of programs to ensure maximum operational efficiency on a continuous basis according to established procedures. This includes, but is not limited to ensuring materials, supplies, and support needs are ordered and delivered in a timely manner;
- Monitor supply levels and handle shortages;
- Other duties assigned.

**Competencies:**

- Reliable, diplomatic, and exceptional people and organizational skills;
- Self-motivated, determined, positive, and team-oriented;
- Works well without direct supervision;
- Open and receptive to constructive feedback;
- Able to prioritize, work under pressure, meet deadlines, and manage multiple projects simultaneously;
- Knowledgeable of modern office practices and procedures;
- Skilled in the operation of computers and job-related software programs;
- Knowledge and experience with the use of internet, e-mail, Microsoft Office products (Advanced knowledge in Excel);
- Proven decision-making and problem-solving skills;
- Can perform complex and varied duties;

- Ability to maintain confidentiality;
- Skilled in dealing with the public;
- Strong oral and written communication skills;
- Detail-oriented, dependable, polished, and responsible.

### **Minimum Qualifications:**

High school diploma or GED \*and\* a minimum of two (2) years of experience in performing advanced level administrative support.

### **Preferred Qualifications:**

Associate degree in a related field or diploma from a post-secondary institution. Experience in special event planning and fundraising/donor relations. Two (2) years of work experience as an administrative assistant for senior level management in an organization.

### **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.

**Salary:** \$16.50 per hour

### **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/](http://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](mailto:ebarksdale@gntc.edu).