



**Adult Education Student Services Assistant
Part Time
Floyd County Campus**

Job Summary:

Georgia Northwestern Technical College (GNTC) is seeking qualified applicants for the Part Time position of Adult Education Student Services Assistant to be located on the Floyd County Campus. This position will be required to travel to other campuses and other site locations to meet operational requirements. This position reports to the Lead Instructor. The Student Services Assistant is responsible for support in providing education and training for adult education students at GNTC. provides student support in providing education and training for adult education students at GNTC. The work schedule will be Monday & Wednesday 8:00am – 12:30pm, and Tuesday & Thursday 8:00am – 6:00pm. Occasional adjustments to the schedule may be needed for program activities. Position and hours based on funding and enrollment. This position requires an on-campus work environment presence and does not offer a telework option.

Duties/Responsibilities:

- Provides orientation, registration and assessment support for new students
- Verifies student information and documentation
- Prepares, updates and maintains student files
- Proctors assessments
- Assists instructor with retention including tracking student progress and contacting students regarding attendance
- Performs clerical tasks to include answering the phone, reviewing student data in GALIS, printing GALIS reports
- Requests and maintains classroom and office supplies, materials and equipment;
- Assists the instructor in the classroom as needed
- Other duties as assigned.

Competencies:

- Skill in oral and written communication
- Knowledge of Adult Education Policies
- Ability to assist students individually or in groups
- Ability to become a notary
- Ability to maintain accurate records
- Ability to operate workroom machineries such as copiers, scanners, shredders, etc.

Minimum Qualifications:

High School diploma or equivalency ***and*** one (1) year of work-related experience. The ability to become a notary.

Preferred Qualifications:

Proficiency in Microsoft Office Programs. Experience administering standardized tests. Knowledge of and experience with GALIS and/or a data management system.

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: \$16.00 per hour

Benefits: If this is a part-time position, no benefits are available

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: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, lmcentire@gntc.edu.