



Adult Education Student Services Assistant Part Time Chattooga Learning Center

Georgia Northwestern Technical College is seeking qualified applicants for the position of Adult Education Student Services Assistant to be located at the Chattooga Learning Center. Travel to other locations may be required. This position reports to the Lead Instructor. The successful candidate will be responsible for:

Providing orientation to the program including the initial assessment(s) for new students, registering students for class, and verifying class and student information. Responsible for preparing, updating and maintaining student files, gathering and verifying student identification and documentation, notarizing forms, answering student questions and post-testing students when needed. This person will also help with filing, assisting customers, answering the phone, compiling and printing GALIS reports and performing other clerical duties as needed for the Adult Education program.

Required Qualifications: High school diploma or equivalent. Excellent organizational, communication, computer, and interpersonal skills. Proficiency in all Microsoft Office programs. Must meet criteria to become a notary.

Preferred Qualifications: Additional education, training, or experience relevant to the position. Experience administering standardized tests is a plus. Knowledge of and experience with GALIS is a plus.

Salary and Hours: \$13.50 per hour, up to 12 hours per week, Tuesday through Thursday from 8:30 am to 12:30 pm. Hours may be modified as needed for class orientation and professional development. Position and hours based on funding and enrollment.

Application Deadline: Open until filled.

Application Process: All application packets **MUST** be completed via the GNTC Online Job Center at www.GNTC.edu. 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 reference contact information, and transcripts if applicable. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to being hired for any position with our college. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

Georgia Northwestern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions should be directed to Peggy Cordell, Director of Human Resources, Office A113, One Maurice Culberson Drive, Rome, GA 30161, at 706-295-6959; Sonya Richards, Special Populations Coordinator and Title IX Coordinator, Office I105, One Maurice Culberson Drive, Rome, GA 30161 at 706-295-6932; Sheila Parker, ADA/Section 504 Coordinator and Disability Services Coordinator, Office B115, One Maurice Culberson Drive, Rome, GA 30161 at 706-295-6517. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.