



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

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the part time position of Student Services Assistant for Adult Education to be located on the Polk County Campus and Cedartown sites, and may be required to travel to other campuses to meet operational requirements. This position will report to the Program Coordinator. This position is responsible for support in providing education and training for adult education students at GNTC. The work schedule will be Monday-Thursday, 8:30am to 1:15pm (19 hours per week). Occasional adjustments to the schedule may be needed for program activities. Position and hours based on funding and enrollment.

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, and 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 maintain accurate records
- Ability to operate workroom machinery such as copiers, scanners, shredders, etc.

Minimum Qualifications:

High school diploma or equivalent ***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, and knowledge of and experience with GALIS.

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. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

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 applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.