



Aviation Secretary/Program Assistant Full Time (Non-Exempt) GNTC Aviation Training Center

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Aviation Secretary/Program Assistant to be located at the GNTC Aviation Training Center and will be required to travel to other campuses to meet operational requirements. This full-time position will report to Jon Byrd, Executive Director of Aviation, and may sometimes vary from normal business hours of the college due to FAA PSI testing scheduling and/or occasional weekend promotional events. This position requires an on-campus work environment presence and does not offer a telework option.

Duties/Responsibilities:

- Conduct FAA knowledge testing per PSI testing standards;
- Prepare and manage correspondence, reports and documents;
- Organize and coordinate meetings (Advisory Committee);
- Take, type and distribute minutes of meetings (Advisory Committee);
- Implement and maintain office systems (FAA Records);
- Maintain schedules and calendars;
- Arrange and confirm appointments (Advisement, FAA Testing, etc.);
- Communicate verbally and in writing to answer inquiries and provide information;
- Liaison with internal and external contacts;
- Coordinate the flow of information both internally and externally;
- Operate office equipment;
- Manage office supplies;
- Distribute incoming correspondence;
- Answer, screen and transfer inbound phone calls;
- Receive and interact with incoming visitors and clients;
- General clerical duties including photocopying and mailing;
- Coach and train new faculty and staff;
- Provides secretarial and clerical support to management and the program instructors;
- Receive visiting guests, determine the nature of the client's business and refer to appropriate personnel;
- Answer telephone inquiries and refer to appropriate personnel;
- Proofreads and edits documents for content, context, accuracy and consistency;
- Maintains filing and record keeping systems;
- Maintains office supply inventory;
- Other duties assigned.

Competencies:

- Knowledge of federal and state regulations
- Attention to detail and accuracy
- Adaptability
- Confidentiality
- Planning and organizing
- Time management
- Interpersonal skills
- Customer-service orientation
- Initiative

- Reliability
- Stress Tolerance
- Communication skills
- Skill in the operation of computers.
- Oral and written communication skills
- Organization and time management skills
- Skill in interpersonal relations and in dealing with the public

Minimum Qualifications:

- High school diploma or equivalent
- 5 years' experience providing support at a high level
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite
- Knowledge of standard office administrative practices and procedures
- Knowledge of business principles
- Proficient in spelling, punctuation, grammar, and other English language skills
- Proven experience of producing correspondence and documents
- Proven experience in information and communication management

Preferred Qualifications:

- Familiar with the Banner program
- Familiar with GNTC policies and procedures
- Familiar with TCSG policies and procedures
- Aviation based background
- Experience in the field of aviation
- Six (6) months employment experience
- Good command of English language skills (spoken and written).
- Capable of multi-tasking
- Customer service oriented

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: \$36,560

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 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.