



**Student Services Assistant  
Part Time  
Floyd Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Student Services Assistant to be located on the Floyd County Campus. This position will report to the Lead Instructor. This position may require travel to other site locations. This position provides student support in providing education and training for adult education students at GNTC.

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

**Minimum Qualifications:**

- High School equivalency
- Ability to become a Notary
- Proficiency in Microsoft Office Programs

**Preferred Qualifications:**

- Experience administering standardized tests
- 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:** \$15.00 per hour up to 28 hours per week. The work schedule will be Monday – Wednesday 9:30 am to 7 pm (1/2-hour lunch). Occasional adjustments to the schedule may be needed for program activities. 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/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**

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.