



POSITION ANNOUNCEMENT

Administrative Support Assistant – Academic Affairs

CAMPUS: Dublin

STATUS: Full-Time / Non-exempt

DUTIES: Performs and completes tasks and assignments associated with support of administrative staff in the business services and professional services division. Works independently with little instruction or supervision while utilizing time wisely. Proofreads and edits documents for content, context, accuracy and consistency. Maintains a professional and organized office environment. Completes complex processing of documents and/or transactions for organization through the use of Microsoft Office products as well as other computer software products. Responsible for some DegreeWorks data entry as well as catalog data entry. Monitors use of and maintains supplies, equipment and/or facilities for assigned work unit or program area. Reports directly to the Dean of Academic Affairs – Business Services/General Education.

MINIMUM QUALIFICATIONS: Applicants must have high school diploma or GED equivalency and two years of work-related experience **OR** associate degree in Business Administrative Technology and one year of work-related experience. Preference will be given to applicants with associate degree or bachelors degree.

COMPETENCIES: Ability to demonstrate proper phone technique; Skill in the operation of computers and job-related software programs; Oral and written communication skills; Skill in interpersonal relations and in dealing with the public; Decision making and problem-solving skills.

SALARY/BENEFITS: \$30,000 Salary is commensurate with education and experience. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

****Employment is contingent based upon successful completion of appropriate background checks.**

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

Equal Opportunity Institution -

Equal opportunity and decisions based on merit are fundamental values of 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.

Oconee Fall Line Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator – Jennifer Todd, 478/553-2098

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643