



## **POSITION ANNOUNCEMENT**

### **Conference Center Assistant Manager**

**CAMPUS:** Campus-wide

**STATUS:** Full Time, Non-exempt

**DUTIES:** Under minimum supervision assists Conference Center Manager in day-to-day operations of the Conference Centers of Oconee Fall Line Technical College including the Dubose Porter Business & Industry Training Center and the Ben J. Tarbutton Business Development Center. Duties will include assisting in managing customer requests and event proposals and executing contracts. Managing event setup of tables, chairs, staging, etc. based on customer specifications. Serving as Administrator in Charge for events as required. Serving as onsite AV technician at events as required. Supervises part-time employees, including scheduling of time reporting. Position reports directly to the Conference Center Manager. Flexible schedule to include some evening and weekend hours.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree \*OR\* three (3) years of work-related experience. Preference will be given to candidates with audio-visual work and/or event management experience.

**COMPETENCIES:** Written and oral communication skills; Decision making and problem-solving skills. Skilled in the operation of computers and job-related software programs. Skilled in interpersonal relations and in dealing with the public. Ability to work independently with minimal supervision. Ability to lift, push and carry heavy items.

**SALARY/BENEFITS:** \$50,000. 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.

#### **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](http://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.

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

#### **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