POSITION ANNOUNCEMENT

POSITION TITLE: **Administrative Assistant to Vice President – Part Time**

POSITION DESCRIPTION:
The Administrative Assistant to Vice President is responsible for a variety of administrative support functions to assist the vice president of a college.

MAJOR DUTIES
• Performs and completes variety of tasks and assignments associated with support functions for a Vice President of an assigned department;
• Monitors use of and maintains supplies, equipment and/or facilities for assigned department;
• Enters data from forms, records, reports and/or other sources into computer for purposes such as maintaining databases. Uses complex software (e.g. database, spreadsheet, and graphics) as a tool for performing clerical assignments. Completes incidental typing assignments, such as typing routine documents, performing mail merges, and creating labels;
• Coordinates meetings and management activities;
• Performs and completes administrative tasks and assignments which may include budget, procurement, contracts, inventory control, personnel, safety, security, records, etc.;
• Directs and supervises clerical interns and/or work study students assigned to the department;
• Participates in special projects and committees as directed by the supervisor; and
• Other duties as assigned.

COMPETENCIES
• Skill in customer service, interpersonal relations and serving the public
• Skill in the use of computers and job related software
• Skill in basic conflict resolution
• Skills in oral and written communication
• Knowledge of modern office practices and procedures
• Ability to operate workroom machinery such as fax machines, copiers, scanners, shredders, etc.
• Ability to prioritize and schedule tasks to meet deadlines and objectives

MINIMUM QUALIFICATIONS
• Bachelor's degree in a related field *and* One (1) year of work related experience *OR* Associate Degree in Business Administrative Technology *and* Two (2) years of work related experience
• Note: Experience may substitute for the degree on a year-for-year basis.

SALARY/BENEFITS:
Commensurate with qualifications. Not eligible for benefits.

APPLICATION DEADLINE:
Open until filled.

TO APPLY:
Please submit an online application using the OTC online job center website. All positions require a criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Executive Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.