



POSITION ANNOUNCEMENT(S)

POSITION TITLE: Business Office Clerk – Part-time

POSITION DESCRIPTION:

Under the supervision of the Vice President for Administrative Services, the Administrative Assistant for the Division of Administrative Services is responsible for a variety of administrative support functions. Performs routine general clerical duties and any other duties assigned as necessary.

JOB RESPONSIBILITIES

- Provides secretarial and clerical support to the unit
- Serves as liaison between the program/administrative/technical operation and clients
- Determines the nature of client's business and provides appropriate information and assistance
- Refers to appropriate personnel when necessary
- Proofreads and edits documents for content, context, accuracy and consistency
- Copies, distributes and files appropriate letters, memoranda, reports and other materials
- Prepares paperwork, sign-in sheets, copies and classroom materials for instructors
- Maintains classroom supplies and distributes books
- Utilizes a variety of software to produce documents, spreadsheets, visual aids and promotional materials
- Manage attendance reports and records
- Manages databases and reports for instructional enhancements
- Maintains filing and record-keeping systems
- Conducts research using a variety of resources to generate reports, solve departmental issues, find new technology solutions
- Maintains office supply inventory
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or Equivalent
- At least six (6) months work-related experience performing clerical tasks
- Excellent human-relations, interpersonal skills, and strong verbal and written communication skills

PREFERRED QUALIFICATIONS:

- Excellent customer service

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.

As set forth in its catalog, Ogeechee Technical College 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. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Title IX Coordinator, One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, One Joseph E. Kennedy Blvd., Office 711, Assessment Center, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu.