

**POSITION:** PTAdministrative Assistant for the Commercial Truck Driving Program

**LOCATION:** Vidalia and Swainsboro Campuses

**POSITION DESCRIPTION:** Southeastern Technical College is seeking an individual to provide clerical support for the commercial truck driving (CDL) program and academic affairs department. This part-time position requires exceptional customer service skills, computer skills, organizational skills, interpersonal communication skills, and the ability to manage multiple tasks in a professional work environment. This individual will be responsible for various duties including, but not limited to:

* transitioning students from accepted status to registered status
* maintaining CDL inventory records
* assisting CDL and diesel technology with service records of the fleet
* assisting with CDL schedule, book orders, advisory documents, syllabi, copies, etc.
* assisting other AA administrative assistants with clerical duties
* communicating with CDL and diesel instructors, VPAA, AA admin assistants, Dean of Industrial Technologies, CDL students, and student affairs staff

**MINIMUM QUALIFICATIONS:**

* Must demonstrate excellent verbal, written, and interpersonal communication skills
* Must demonstrate computer skills utilizing Microsoft Office: Word, Excel, PowerPoint, and Outlook
* Must demonstrate attention-to-detail, organizational, and problem-solving skills

**PREFERRED QUALIFICATIONS:**

* Three years of experience working as an administrative assistant in a fast-paced office environment
* Completion of a diploma or degree from a post-secondary institution

**SALARY/BENEFITS:** Salary is to be commensurate with education and work experience.

**APPLICATION DEADLINE:** Open until filled.

**APPLICATION PROCEDURES:** All application packets MUST be completed via the [Online Job](http://www.southeasterntech.edu/about-stc/employment.php) [Center](http://www.southeasterntech.edu/about-stc/employment.php). As part of the application process, interested candidates will also be required to upload other documents such as a letter of interest, resume, and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact the Human Resources Office at 912-538-3230 or mwalker@southeasterntech.edu.

*As set forth in its student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).*

*Helen Thomas, Section 504 Coordinator, Room 165, 912-538-3126*

*Melanie Walker, Title IX Coordinator, Room 138B, 912-538-3230*