

ADMINISTRATIVE ASSISTANT I – ADULT EDUCATION (FULL TIME)

GRIFFIN CAMPUS



MINIMUM QUALIFICATIONS:

High school graduate or equivalent *and* one (1) year of related work experience.

PREFERRED QUALIFICATIONS:

Have a certificate, diploma or degree from a college in business and office technology, database management, computer applications or a related field. Have an understanding of Adult Education policies and procedures and MS Office Suite and other computer related programs.

RESPONSIBILITIES:

The Administrative Assistant I provides secretarial and clerical support to the unit and serves as a liaison between the program/administrative/technical operation and clients.
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; Maintains office supply inventory;
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.
Conducts new student orientations and proctors assessments.
Complies with professional development requirements.
Will be required to have direct contact with students.

COMPETENCIES:

Skill in the operation of computers, job related software programs, and Audiovisual Equipment;
Oral and written communication skills, organization and time management skills;
Skill in interpersonal relations and in dealing with the public;
Knowledge of expenditure trends, program purposes and results;

SALARY:

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

SPECIAL NOTES:

Position contingent upon receiving sufficient funding.

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

Applicants who are scheduled for an interview will be notified of the status of the position.

Only those who are interviewed will be notified of the status of the position. Candidates must successfully complete a criminal background investigation and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.