**ADMINISTRATIVE ASSISTANT I (Program Assistant)**

**ADULT EDUCATION**

**PART TIME**

**Henry County Center**

**MINIMUM QUALIFICATIONS:**

High school graduate or equivalent \*and\* Six (6) months 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, the Georgia Adult Literacy Information System (GALIS), 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. 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:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

Position contingent upon receiving sufficient funding.

Split schedule:

Monday/Wednesday 8:00 am – 4:00 pm (1 hr lunch).

Tuesday 12:00 pm – 8:00 pm (1 hr lunch).

Thursday 12:00 pm – 8:00 pm (1 hr lunch).

Applicantsscheduled for interviews will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

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