**ADMISSIONS ASSISTANT**

**(FULL TIME)**

**HENRY COUNTY CENTER**

**MINIMUM QUALIFICATIONS:**

Applicant must have a high school diploma or equivalent and Six (6) months of related work experience.

**PREFERRED QUALIFICATIONS:**

**(In addition to the minimum qualifications)** Knowledge of BANNER, the student information computer system; at least one (1) year experience working with customers face to face. Must have data entry skills and able to work flexible hours. Bilingual proficiency with the Spanish/English language (verbal and written).

**RESPONSIBILITIES**:

The Admissions Assistant is responsible for performing administrative duties in the admissions area at a technical college. Major duties include: Responds to requests and needs of visitors and students; Keeps abreast of admissions regulations, policies and procedures; Provides information by telephone, written correspondence and in person to interested parties regarding applicant procedures and admissions requirements; Maintains inventory of admissions materials; Processes new student applications and related information and prepares student files; Schedules students for appropriate testing; Provides administrative assistance; Assists with graduation and registration activities.

**COMPETENCIES:**

The Admissions Assistant is responsible for performing administrative duties in the admissions area at a technical college. Major duties include: Responds to requests and needs of visitors and students; Keeps abreast of admissions regulations, policies and procedures; Provides information by telephone, written correspondence and in person to interested parties regarding applicant procedures and admissions requirements; Maintains inventory of admissions materials; Processes new student applications and related information and prepares student files; Schedules students for appropriate testing; Provides administrative assistance; Assists with graduation and registration activities.

**SALARY/BENEFITS:**

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:**

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.

Position contingent upon receiving sufficient funding.

Applicants scheduled for interviews will be notified of the status of the position.

Only those who are scheduled for an interview 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.