**AUTOMOTIVE TECHNOLOGY LAB ASSISTANT**

**PART TIME**

**GRIFFIN CAMPUS**

 **MINIMUM QUALIFICATIONS:**

Minimum 1 year of work experience in automotive service industry or minimum of 2 years formal training by ASE Certified training center. Excellent written and verbal communications skills required.

**PREFERRED QUALIFICATIONS:**

ASE certifications, three years paid in-field work experience within the past seven years.

**RESPONSIBILITIES**:

The Automotive Technology Lab Assistant works under the direct supervision of faculty members and performs routine standardized laboratory work requiring close attention to detailed procedures in the preparation and basic maintenance and operation of laboratory equipment, inventory and requisition of supplies, assisting faculty in supervision of students assigned to laboratories, and other related duties and is employed on an individual academic term basis. Assist faculty members with classroom instruction, exams, record keeping, adherence to safety procedures, tracking attendance and other miscellaneous tasks related to instruction. Tutor or mentor students. Perform laboratory research. Clean labs as needed. Obtain materials needed for classes, including texts and other materials. Other duties as assigned.

**COMPETENCIES**:

Ability to research technical issues

Ability to learn new software and hardware applications

Ability to manage time

Quality management skills

Customer service skills

Oral and written communication skills

**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:**

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 Selective Service and must present proof of Selective Service Registration upon employment.

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

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

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