**STUDENT AFFAIRS ASSISTANT**

**(FULL TIME)**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent \*and\* six (6) months of related work experience.

**PREFERRED QUALIFICATIONS:**

Associate’s degree in Business Office Technology, Accounting or closely related field from an accredited college or university; one (1) year experience in BANNER; one (1) year experience working in financial aid/admissions office;

bi-lingual Spanish/English preferred.

**RESPONSIBILITIES**:

Under general supervision, performs a variety of secretarial and clerical duties in support of the student services program; Serves as a liaison between the program/administrative/technical operation and clients. Conducts comprehensive clerical research using a variety of resources to generate reports and respond to requests. Assists in the preparation of special reports and performs special projects for management. May retrieve, screen, open and distribute incoming mail. Greets visitors and/or students and determines the nature of their business and provides appropriate information or refers to appropriate personnel. Maintains calendars and schedules appointments, meetings, and conferences. Responsible for meeting facility and equipment, travel and/or lodging arrangements; assists with the design and special event planning and execution; coordinates individual campus visits and assists with group tours as needed; May monitor and maintain supplies; Maintains filing and record-keeping systems. Maintain equipment and/or facilities maintenance needs. Assists with recruiting and marketing activities; assists with registration functions; Enters data from forms, records and/or reports using BANNER software or onto appropriate websites on computer; Codes information as appropriate; Coordinates meetings and management activities; Assists with Administrative Services, Student Services, Instructional Services or Economic Development Department operations; May supervise clerical interns and/or work study students assigned to the department.

**COMPETENCIES**:

Knowledge of phone system operation; ability to demonstrate proper phone technique; knowledge of facility activities; knowledge of department and college policies and procedures; knowledge of office practices and procedures; skill in the operation of computers and job-related software programs; oral and written communication skills; skill in interpersonal relations and in dealing with the public; knowledge of customer service standards; decision making and problem solving skills.

**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:**

Only applicantsinterviewed will be notified of the status of the position. The candidate selected for this position must successfully complete a criminal background investigation and motor vehicle screening.

Southern Crescent 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). The following have been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center), Assistant Director of Student Services, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center)  Special Services Coordinator, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Special Services Coordinator, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224. (Employee complaints), Director of Human Resources, Human Resources, 501 Varsity Road, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by, Vice President for Student Affairs, 501 Varsity Road, Room 700, Griffin, GA 30223, 770-228-7348.