

**Job Announcement**

**Position:**  Federal Work Study

**Location:** Coweta and CEC Campus

**Department:** Adult Education

**Reports to:** Sherry M. Gray

**Nature of Duties**

The Federal Work Study will provide aid to the Adult Education office by performing general clerical duties as assigned and/or other projects assigned by the Adult Education Manager and assisting the instructor(s).

**Minimum Qualifications:**

* Be enrolled as a student at West Georgia Technical College
* Completed a FAFSA and be identified as being eligible for federal aid
* Complete a Federal Work-Study Employment Application available on-line at: [WGTC Job Center-Student Employment](https://www.easyhrweb.com/JC_WestGaTech/JobListings/JobCategory.aspx?JobCatTag=JOBCAT_STUEMPLMT)

**Preferred Qualifications:**

* Ability to demonstrate proper phone techniques and etiquette with the ability to multi-task
* Proficient use of Microsoft Word, Excel, and Outlook
* Experience working with customers on the phone, via e-mail, and in person
* Ability to lift (up to 5lbs), bend and stoop on a regular basis

**Salary/Benefits:**  $10 per hour; no benefits.

**Numbers of Positions:** 2; **1st position is at Coweta mornings assisting the Foundations class Tues-Thurs from 8:30AM-12:00PM depending on allowed weekly hours, and the 2nd position is at CEC assisting the GED class on TWTH evenings from 5:30-8:30PM depending on allowed weekly hours.**

**Method of Application**

Interested candidates must complete the electronic application process prior to the closing date at the [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx).

***Employment Policy***

*The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.*

***Notes***

1. *Unofficial Transcripts, resume, and proof of applicable certifications\licensure are required for consideration. Official transcripts and prior employment verification required within 30 days of hire for continuous employment.*
2. *Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.*
3. *West Georgia Technical College is not currently sponsoring work visas at this time.*
4. *This position is not eligible for relocation assistance.*