

**Job Announcement**

**Position:**  Student Affairs Assistant

**Location:** Douglas

**Department:** Student Affairs

**Reports to:** Enrollment Center Coordinator

**FLSA Designation:** Non-exempt

**Nature of Duties:** Under general supervision, the Student Affairs Assistant works closely with applicants throughout the application process. This position administers the placement test, accepts student applications and official transcripts, and completes data entry and scanning of student information.

**Minimum Qualifications:**

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

**Preferred Qualifications:**

* 2 years’ of clerical work experience
* 1 year of work experience in a student affairs environment such as admissions, financial aid or registrar’s office
* Proficient use of Microsoft Word, Excel, and Outlook
* Ability to type 30 wpm with 3 or less errors
* Experience using the Banner student database (excluding Banner web)
* Experience working with customers on the phone, via e-mail and in person
* Technical Diploma/ Associates Degree in Business and Office Technology or related area
* Excellent communication/writing skills

**Salary/Benefits:** Salary mid 20’s; Benefits include paid state holidays, vacation, retirement, personal and sick leave, and the State of Georgia Flexible Benefits Program.

**Method of Application:** Interested candidates should apply through electronic application system at: [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.*