



Surplus-Asset Technician (PT, Varies)

CAMPUS: Varies

STATUS: Part-time

POSTING TYPE: Regular Posting

This position will be responsible for performing and ensuring accountability of surplus on all campuses/sites and assisting with maintaining physical inventory of assets for the college by utilizing Asset Works system, Wiregrass inventory databases, and completion of all applicable paperwork. Must be able to travel between campuses.

Responsibilities: Help identify assets that are no longer in use or needed by the college with the provided Asset Transfer and Update form confirming all information on the assets are documented. Ensure all requests are approved or signed off by the supervisor before processing. Find alternate uses for assets that are no longer used by a program. Follow all guidelines for the surplus of assets that were purchased with grant/federal funds. Solicit other technical colleges, state entities, or nonprofits using email and/or the DOAS Asset Works system to transfer assets throughout the state. Work closely and communicate effectively with the departments and facilities team to ensure accurate disposal of assets. Collaborate with deans, faculty, and staff to understand their needs and priorities in terms of surplus assets. Coordinate the surplus disposal process with DOAS Surplus using the Asset Works system, which involves auctioning, selling, donating, or recycling assets ensuring compliance in accordance with mandated policies and procedures. Travel between campuses and sites to gather information and schedule to meet with buyers to inspect or pick up purchased, donated, or transferred assets. Gather and maintain detailed documentation of surplus transactions, including pictures, titles, signatures, disposal methods, dates, and Bill of Sale associated with the surplus process. Assist with periodic physical inventory verification to reconcile the inventory records with the actual assets on campus. Apply asset tags as required utilizing tagging procedures to facilitate easier tracking and identification of assets. Generate reports as needed on the surplus and disposals for all sites. Other duties as assigned by management.

Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.

SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment, Regular use of college owned or personal vehicle for performance of duties.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. This is a part-time position, therefore no overtime can be earned. Periodic travel between major Wiregrass campuses and satellite sites.

MINIMUM QUALIFICATIONS

High school diploma or equivalent ***and*** One (1) year of related work experience; skill in the operation of computers and other job-related software programs; skill in interpersonal relations and dealing with the public; oral and written communication skills; ability to multitask; must be able to operate a state or personal vehicle for service area travel.

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Associate's degree or Knowledge of Asset Management inventory software; knowledge of state inventory control; decision making and problem-solving skills.

SALARY/BENEFITS

Salary is \$14.00/hour. This is a part-time, eligible for Teachers Retirement System retirement benefits, working no more than 27 hours per week. No promise of full-time employment exists. No health nor flexible benefits will be provided. *This position is funded in whole or in part by Local funds.*

BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: No additional tests are required for this position.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: Wednesday, March 20, 2024 or Until Filled

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations Testing Services Coordinator, Valdosta Campus, Berrien Hall, Room 116A, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu *student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.