

Emergency Management Safety Assistant, Academic Affairs, Clarkesville

Classification: Work Study

Location: VTC – Visual Technology Center

Job Description:

North Georgia Technical College is accepting applications for a Federal Work Study Emergency Management & Safety Assistant on the Clarkesville Campus. The responsibility of this position is to conduct monthly inspections and maintain inventory supplies of campus first aid kits, monthly fire extinguisher checks & documentation, and reviews of SDS notebooks. This position will assist maintaining documentation related to safety training for NGTC faculty and staff, as well as participating in the planning and implementation of fire & disaster drills and other safety activities at the college. Occasionally, this position may be tasked with conducting research on safety trends within higher education. Additional responsibilities include assisting with safety signage and updating yearly postings of all emergency operations, exposure control, hazardous communications and business continuity plans across the campus, along with other duties as directed by Pamela Segers, Emergency Management Specialist.

Qualifications:

- Must have a completed Free Application for Federal Student Aid on file for the 18-19 aid year.
- Must be registered for the current term, and must meet satisfactory academic progress standards.
- Applicants should be neat in appearance and possess the ability to work well with others.
- Applicants must be dependable, punctual, and be able to work the required hours each week.
- As with all NGTC employees, a background investigation is required which may include, but is not limited to, a review and/or verification of criminal history records, motor/vehicle driver's history records, employment history, references, etc.

Preferred Qualifications:

- Proficiency with Microsoft Office, specifically Excel and PowerPoint.

Salary and Schedule: 15 hours per week at \$8.00 per hour. Schedule will be determined by supervisor.

Application Deadline: Open until filled.

Length of Employment: Employment will begin once background check and employment packet have been completed and can continue each semester if meeting NGTC's SAP Requirements and enrolled in at least six credit hours each term.

To apply for this position applications are available at <https://northgatech.edu/pages/jobs.aspx> and is listed as NGTC Job Application on the bottom of the page. Please return completed applications to the financial aid office at finaidclarkes@northgatech.edu.