

Student Affairs Assistant, Student Affairs, Blairsville

Classification: Work Study

Job Description:

North Georgia Technical College is accepting applications for a Federal Work Study for Student Affairs Assistant on the Blairsville Campus. The responsibility of this position is to provide assistance to the Student Affairs personnel in the performance of routine clerical functions. Duties include greeting the public and providing general information either by telephone or personal contact, data entry, filing documents in an efficient and orderly manner, preparing handouts, making labels, stuffing envelopes, and other duties that may be assigned. Reports to Ida-Lynn Wallace, Financial Aid.

Qualifications:

- Must have a completed Free Application for Federal Student Aid on file for the 17-18 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.

Salary and Schedule: 19 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.

As set forth in its student catalog, North 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). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Dr. Michael King, VP for Student Affairs, Title I Coordinator, P.O. Box 65, Clarkesville GA 30523, or call 706-754-7711, or e-mail mking@northgatech.edu; or Ms. Kay Morgan, Special Populations and Retention Coordinator, ADA Section 504 Coordinator, P.O. Box 65, Clarkesville GA 30523, or call 706-754-7828, or e-mail kmorgan@northgatech.edu