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## **Academic Affairs Assistant, Academic Affairs, Blairsville**

**Classification:** Work Study

**Location:** Blairsville Administrative Offices

### **Job Description:**

North Georgia Technical College is accepting applications for a Federal Work Study for Academic Affairs Assistant on the Blairsville Campus. The purpose of this position is to provide assistance to the faculty and staff personnel. Duties include greeting the public, providing general information either by telephone or personal contact, receptionist coverage, data entry, filing documents in an efficient and orderly manner, preparing handouts and packets, making copies and other duties that may be assigned. Reports to Dorothy Mayfield, Program Assistant.

### **Qualifications:**

- Must have a completed Free Application for Federal Student Aid on file for the 22-23 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 \$12.00 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.

To apply for this position applications are available at <https://northgatech.edu/students/financial-aid/work-study> and is listed as Application for Employment Form. Please return completed applications to the financial aid office or they can be emailed to [finaidclarkes@northgatech.edu](mailto:finaidclarkes@northgatech.edu).

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This institution is an equal opportunity provider and employer. If, as an employee, you wish you file a Civil Rights complaint, please call GSA's Office of Civil Rights at 202-500-0767 or 800-662-6376 or send an email to [civilrights@gsa.gov](mailto:civilrights@gsa.gov). If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).