



Office of Financial Aid
One Maurice Culberson Drive
Rome, GA 30161
Phone 866-983-4682
Fax 706-802-5041

Federal Work Study Job Description

Position: Office Assistant

Department: Adult Education

Employer Name: Georgia Northwestern Technical College

Campus: Floyd

Supervisor: Karen Craven

Classification: Work Study

Purpose: To assist with light clerical duties in the areas of transitions and data management.

Rate of Pay: \$10.22 per hour

Maximum hours: 20 per week (subject to change)

Job Description: duties will include creating, copying, and compiling information packets; conducting research; updating files; maintaining spreadsheets; as well as answering and returning calls and emails.

General Qualifications: Proficiency in Microsoft Office Suite, typing and computer literate.

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2023.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: [Karen Craven](#)