Federal Work Study Job Description

Position: Office Assistant
Department: Adult Education

Employer Name: Georgia Northwestern Technical College
Campus: Floyd County
Supervisor: Erick Hopper/Lindsay Hardin
Classification: Work Study

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

Rate of Pay: $8.00 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 ability to operate a computer.

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2020.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: Erick Hopper or Lindsay Hardin

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution
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: $8.00 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 06/30/2020.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: Karen Craven

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution
Federal Work Study Job Description

Position: Faculty Assistant and PBL Secretary
Department: Business Technology
Employer Name: Georgia Northwestern Technical College

Campus: Floyd County
Supervisor: Gina Stephens
Classification: Work Study
Purpose: Assist faculty with clerical duties, light housekeeping, student correspondence, assist with PBL duties and additional duties as assigned.

Rate of Pay: $8.00 per hour
Maximum hours: 20 per week (subject to change)

Job Description: Clean and organize classrooms and offices, multiple clerical tasks, create documents, assist with tracking of various data points, complete paperwork for PBL, and assist with meeting, communicate faculty directed communication with students and assist faculty with research.

General Qualifications: Microsoft Word, attention to detail, ability to lift 20 lbs, excellent work ethics.

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2020.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: Gina Stephens

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution
Federal Work Study Job Description

Position: Assistant

Department: Diagnostic Medical Sonography

Employer Name: Georgia Northwestern Technical College

Campus: Floyd County

Supervisor: Dawn Irwin

Classification: Work Study

Purpose: to assist the instructor with data input, copying and organization

Rate of Pay: $8.00 per hour

Maximum hours: 20 per week (subject to change)

Job Description: assist instructor with data input, copying and organization


Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2020.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: Dawn Irwin

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution
Federal Work Study Job Description

Position: Laborer

Department: Facilities Management

Employer Name: Georgia Northwestern Technical College

Campus: Floyd County

Supervisor: Jeff Agan

Classification: Work Study

Purpose: To assist with building and ground maintenance

Rate of Pay: $8.00 per hour

Maximum hours: 20 per week (subject to change)

Job Description: Landscaping, weed eating, assisting with MAP request.

General Qualifications: Ability to work individually or with a team. Good attitude

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2020.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: Jeff Agan

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution
Federal Work Study Job Description

Position: Office Assistant
Department: Financial Aid
Employer Name: Georgia Northwestern Technical College
Campus: Floyd County
Supervisor: Amber Sumner
Classification: Work Study
Purpose: To assist with the daily processing needs of the department
Rate of Pay: $8.00 per hour
Maximum hours: 20 per week (subject to change)

Job Description: assistant will help process electronic files using the aXs paperless system. They will also assist student with completing the FAFSA application, loan information, IRS tax retrieval and other duties as assigned.

General Qualifications: good customer service skills, offices and computer experience.

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2020.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: Amber Sumner

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution
Federal Work Study Job Description

Position: Clerical Support

Department: Human Resources

Employer Name: Georgia Northwestern Technical College

Campus: Floyd County

Supervisor: Peggy Cordell

Classification: Work Study

Purpose: To assist with clerical duties in the office

Rate of Pay: $8.00 per hour

Maximum hours: 20 per week (subject to change)

Job Description: general office duties such as filing, copying, and answering telephones. Greeting employees and potential employees and other duties as assigned.

General Qualifications: Computer skills, detail oriented, customer service skills.

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2020.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: Gina Modlin

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution
Federal Work Study Job Description

Position: Assistant

Department: Special Populations

Employer Name: Georgia Northwestern Technical College

Campus: Floyd County

Supervisor: Sonya Briscoe

Classification: Work Study

Purpose: Assist in running the food bank pantry

Rate of Pay: $8.00 per hour

Maximum hours: 20 per week (subject to change)

Job Description: open and close the food bank, stock shelves, keep inventory of items and request listed items. Keep pantry clean.

General Qualifications: Customer service skills and experience. Good communication skills, friendly, understanding, trustworthy, accurate and able to keep track of paperwork.

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2020.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: Sonya Briscoe

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution
Federal Work Study Job Description

Position: Clerical

Department: Student Services

Employer Name: Georgia Northwestern Technical College

Campus: Floyd County

Supervisor: Donna Scott

Classification: Work Study

Purpose: to assist the Student Service office

Rate of Pay: $8.00 per hour

Maximum hours: 20 per week (subject to change)

Job Description: to help with the day to day activities including processing new student packets, filing, answering telephones, assisting students and visitors with information, other duties as needed.

General Qualifications: Knowledge of admissions procedures, MyGNCTC, and student email

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2020.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: Donna Scott

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution
Federal Work Study Job Description

Position: Office Assistant

Department: Student Services-Graduation

Employer Name: Georgia Northwestern Technical College

Campus: Floyd County

Supervisor: Missy McLain

Classification: Work Study

Purpose: To assist staff with clerical duties

Rate of Pay: $8.00 per hour

Maximum hours: 20 per week (subject to change)

Job Description: Scan and purge files, organize documents, gather mail, prepare mail to be sent to students and other tasks as assigned.

General Qualifications: Proficiency in Microsoft office Suite, typing, and ability to perform basic clerical duties

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2020.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: Missy McLain

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution
Federal Work Study Job Description

Position: Assistant

Department: Testing Center

Employer Name: Georgia Northwestern Technical College

Campus: Floyd

Supervisor: Becky Turner

Classification: Work Study

Purpose: To assist the testing staff with general testing procedures

Rate of Pay: $8.00 per hour

Maximum hours: 20 per week (subject to change)

Job Description: Greet students, place students on tests, answer phone, assist with picture IDs.

General Qualifications: Good communication skills, be able to work flexible hours, be computer literate.

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2020.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: Becky Turner

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution