



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 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: \$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 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 06/30/2022.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: [Erick Hopper](#) or [Lindsay Hardin](#)



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## 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 06/30/2022.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: [Karen Craven](#)



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## Federal Work Study Job Description

Position: Office Assistant

Department: Institutional Advancement (Foundation)

Employer Name: Georgia Northwestern Technical College

Campus: Floyd

Supervisor: Michelle Beatson

Classification: Work Study

Purpose: Assist with general administrative functions of the GNTC Foundation office.

Rate of Pay: \$10.22 per hour

Maximum hours: 20 per week (subject to change)

Job Description: Assist with general office duties such as scanning, copying, filing, data entry and other projects as needed.

General Qualifications: Knowledge of Microsoft Office, good communication and organizational skills.

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2022.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: [Michelle Beatson](#)