



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: Assistant

Department: Adult Education

Employer Name: Georgia Northwestern Technical College

Campus: Whitfield/Murray

Supervisor: Cindy Nelson

Classification: Work Study

Purpose: assist faculty and staff

Rate of Pay: \$10.22 per hour

Maximum hours: 20 per week (subject to change)

Job Description: Monitor students as they test. Call students regarding attendance. Assist students with career assessments and ged.com accounts. Filing, copying, preparing folders for orientation.

General Qualifications: Knowledge of office work

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: [Cindy Nelson](#)

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Federal Work Study Job Description

Position: Assistant

Department: Student Services

Employer Name: Georgia Northwestern Technical College

Campus: Whitfield/Murray

Supervisor: Adrienne Palmer

Classification: Work Study

Purpose: assist Student Services department in daily operations.

Rate of Pay: \$10.22 per hour

Maximum hours: 20 per week (subject to change)

Job Description: Assist in monitoring the Student Help Center, stocking and organizing the student forms and packets. Answering calls, providing current and potential students with general information. Assist with face-to-face orientations. Assist with Student Life events and other duties as needed.

General Qualifications: High school diploma/GED

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: [Adrienne Palmer](#)

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