



POSITION: Student Affairs Technician

LOCATION: Vidalia Campus

POSITION DESCRIPTION: Southeastern Technical College is seeking an individual to provide administrative assistance to the Admissions office. This individual will also be responsible for various duties to include typing, data entry, maintaining files, and telephone and front desk assistance. This position will report to the Director of Admissions.

MINIMUM QUALIFICATIONS: A completed associate degree or diploma from a nationally or regionally accredited college or university or applicant is currently enrolled and in the process of completing a degree or diploma. Must have paid secretarial/clerical/administrative experience. Work experience must include duties focused on the activities directly related to the positions. Must demonstrate excellent written and verbal communications skills. Must also demonstrate skills in word processing, experience with various software programs, and the ability to work well with others and organization skills.

SALARY/BENEFITS: Salary is to be commensurate with education and work experience. This is a part-time position and is therefore not eligible for health or flexible benefits.

APPLICATION DEADLINE: Open until filled.

APPLICATION PROCEDURES: All application packets MUST be completed via the [Online Job Center](#). As part of the application process, interested candidates will also be required to upload other documents such as a letter of interest, resume, and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact the Human Resources Office at 912-538-3230 or ljonas@southeasterntech.edu

As set forth in its student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Lanie Jonas, Title IX Coordinator, Room 138B, 912-538-3230

Helen Thomas, Section 504 Coordinator, Room 108, 912-538-3126