

**JOB TITLE**

Administrative Assistant for Continuing Education

**EMPLOYMENT STATUS**

Part-time

**JOB SUMMARY**

The part-time Administrative Assistant is responsible for performing administrative duties in the Continuing Education area at a technical college.

**MINIMUM QUALIFICATIONS**

- High school diploma or equivalent \*and\* Six (6) months of related work experience

**PREFERRED QUALIFICATIONS**

- Associate Degree in Business or related field. Proficient in Microsoft Office. Knowledge and experience in the use of BANNER Student Information System

**COMPENSATION**

- Hourly
- Benefit ineligible
- Salary commensurate with qualifications and relevant experience

**APPLICATION INSTRUCTIONS**

- Apply online at [www.southernregional.edu/employment](http://www.southernregional.edu/employment)
- Open until filled
- For assistance/accommodations with the application/interview process, contact April Bentley, Human Resources  
[abentley@southernregional.edu](mailto:abentley@southernregional.edu)  
229-217-4255

**NOTICES**

- All required education credentials, license, certification and/or registration must be submitted prior to employment
- References will be checked
- Post-offer requirements following a conditional offer of employment to include a criminal history records check and, as applicable, pre-employment/random drug testing, a credit history check, a fingerprint records check, and a motor vehicle records check

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