



POSITION ANNOUNCEMENT

Secretary

Atlanta Metropolitan College, a two-year, degree-granting institution of the University System of Georgia, is accepting applications and nominations for the position of ***Secretary in the Office of Student Activities***. Atlanta Metropolitan College currently serves over 2200 commuting students on a beautifully landscaped campus which is located 10 minutes south of downtown Atlanta and 15 minutes north of Hartsfield-Jackson International Airport. A downtown site at 34 Peachtree Street opened in January, 2009.

THE POSITION

This is a non-exempt, **thirty-five hour**, support position with benefits that reports to the Director of Student Activities. The Secretary is responsible for a variety of clerical, secretarial and administrative support duties. Duties include greeting visitors, providing information pertaining to organizational procedures and policies; interpreting rules, policies and regulations; supervising and training student staff assigned to the office; maintaining administrative and fiscal records and files; typing and word processing; answering telephones and relaying information; duplicating and distributing materials; ordering and stocking supplies and equipment; reviewing and processing forms and other documents; operating office equipment such as copiers, personal computers, computer terminals, calculators, facsimile machines, printers, and other equipment; and performing related duties as assigned. The Secretary is required to attend many office-sponsored events outside of normal working hours and work occasional evening hours.

QUALIFICATIONS

An Associate's Degree is required and at least three years of progressively responsible relevant work experience which includes experience in one or more of the following areas: college or university student life, maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; maintaining budgets; and assisting staff with projects and activities. The individual must possess excellent interpersonal and oral communication skills and strong knowledge of Microsoft Office software.

SALARY AND BENEFITS

The salary is commensurate with qualifications and experience within the budgetary parameters of the college and of the University System of Georgia. The University System offers an excellent benefits package, including annual and sick leave accruals, paid holidays, life and health insurance, and retirement plans.

APPLICATIONS

Review of the complete application packets will begin immediately and continue until the position is filled. Interested persons should submit (1) a letter of interest; (2) a detailed resume; (3) the names, addresses, and telephone numbers of three professional references. A criminal background check is required for this position. **Incomplete application packets, emails and faxed copies are not accepted.** For additional information about the position visit our website at www.atlm.edu. All materials should be sent to:

**Regina Ray Simmons
The Office of Human Resources
Atlanta Metropolitan College
1630 Metropolitan Parkway, SW
Atlanta, GA 30310**

The University System of Georgia is an Equal Employment Opportunity/Affirmative Action Employer