



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: Nursing and Health Care

Employer Name: Georgia Northwestern Technical College

Campus: Gordon County

Supervisor: Audrey Thompson

Classification: Work Study

Purpose: To assist the instructor in the lab and assist with filing and paperwork.

Rate of Pay: \$10.22 per hour

Maximum hours: 20 per week (subject to change)

Job Description: Assist with making copies, filing paperwork, creating files for students, and assisting in the lab. Other clerical duties as needed.

General Qualifications: Basic office skills, ability to use copier and computer.

Length of Employment: Will begin once employment packet and background check have both been completed and will end no later than 06/30/2023.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: [Audrey Thompson](#)

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution