



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 06/30/2023.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: [Cindy Nelson](#)

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