



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: Clerical Assistant

Classification: Work Study

Employer Name: Georgia Northwestern Technical College

One Maurice Culberson Dr., Rome, GA 30161

Department: Allied Health

Location: Walker County Campus

Supervisor: Fran Shugars

Purpose: to assist all faculty and staff in the Allied Health department

Rate of Pay: \$10.22 per hour, same rate for all positions except the America Reads program

Maximum hours: 20 per week (subject to change)

Job Description: General office duties such as filing, copying, sorting, scanning and preparing mailings.

General Qualifications: General clerical skills

Length of Employment: Will begin once employment packet and background check have been completed and will end no later than 06/30/2024.

Evaluation Procedures and Schedules: Will be determined by the supervisor

Submit Resume to: [Fran Shugars](#)

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