

FEBRUARY 4, 2012

JOB APPLICATION PROCESS AT AUGUSTA STATE UNIVERSITY

TO APPLY, EMAIL A RESUME (*additional documents may be required*) **TO:**
jobapps@aug.edu.

- 1) Enter the position's title and department only in the subject line of the email. *Example: Office Coordinator (Athletics)*
- 2) Apply for one position per email (*do not apply for multiple jobs in one email*). Human Resources does not accept resumes for jobs not posted.
- 3) Attach your resume or application (additional documents may in one (1) document (must be Microsoft Word or PDF format).
- 4) Email must be received by 4:00 p.m. on closing date).

Please follow these instructions carefully to ensure your application is accepted by our computer system.

Human Resources (jobapps@aug.edu) 706-737-1763
www.aug.edu/humanresources/StaffNon-AcademicOpenings.pdf

SEE BELOW FOR CURRENT STAFF OPENINGS.

Thanks for your interest in employment at Augusta State University!

Employment Opportunities at Augusta State University

Note: We are unable to contact applicants personally; therefore, we will update the posting for a status of each position. A representative from Human Resources or the search committee will contact applicants selected for interviews. See below for application instructions. Resumes and applications will not be accepted for positions not posted.

Staff (Non-Academic) Openings

FEBRUARY 4, 2012

<u>POSITION TITLE</u>	<u>PAY RANGE</u>	<u>EARLIEST START DATE</u>
Financial Aid Assistant for Customer Service <i>Application Dates: 1/31/2012 – 2/14/2012 (2nd posting)</i>	\$12.63 per hour	Immediately
Office Coordinator (Art) <i>Application Dates: 2/01/2012 – 2/15/2012</i>	\$13.00 per hour	2/20/2012
Merchandise Buyer (Bookstore) <i>Application Dates: 2/01/2012 – 2/15/2012</i>	\$30,000 annually	2/20/2012

Below is status of recently CLOSED positions. We are no longer accepting resumes for these.

INTERVIEWS PENDING = resumes are being reviewed / INTERVIEWING = interviews have been scheduled or completed.

<u>POSITION TITLE</u>	<u>PAY RANGE</u>	<u>EARLIEST START DATE</u>
Public Safety Officer (Temporary, no benefits) 4 pm – Midnight Shift (Feb-March) <i>Interviews pending (closed 2/03/2012)</i>	\$13.49 - \$14.66 per hour	2/15/2012
Administrative Specialist I (ITS) <i>Interviews pending (closed 1/26/2012)</i>	\$14.44 per hour	Immediately
Admin Asst to the VP (Development & Alumni Rel.) Cover letter, resume & three professional references <i>Interviewing (closed 1/20/2012)</i>	\$16.80 per hour	Immediately
Associate Buyer (Purchasing) <i>Interviews pending (closed 1/05/2012)</i>	Low to mid \$30's annually	Immediately
Outreach Librarian (Reese Library) (20–30 hours per week; with limited or full benefits) <i>Interviewing (closed 1/27/2012)</i>	Salary Negotiable	

Jobs no longer listed have been filled or cancelled. Interviewees not selected will be notified by letter.

APPLICATION INSTRUCTIONS: Send an email to Human Resources at jobapps@aug.edu; attach a resume (Microsoft Word or PDF format) **or application**, enter the title of position in the subject line of email; must be received by 4:00 p.m. on the closing **Application Date**. All documents must be in one (1) attachment.

www.aug.edu/humanresources/StaffNon-AcademicOpenings.pdf (706-737-1763)

AUGUSTA STATE UNIVERSITY
AN EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION INSTITUTION

TRAINING AND EXPERIENCE REQUIREMENTS
FEBRUARY 4, 2012

DESCRIPTION – *All positions are full-time, 40 hrs/week with benefits unless specified otherwise)*

FINANCIAL AID ASSISTANT FOR CUSTOMER SERVICE *(2nd posting 1/31/2012 – 2/14/2012)*

This position provides customer service support for the Financial Aid Office. Seeking a highly motivated individual who is a self-starter with excellent customer service skills. High School Diploma required; some college preferred. A minimum of four (4) years financial aid, customer service, or administrative experience required. Must have strong communication skills, be able to prioritize; pay close attention to detail; and adapt to a very busy office environment. Proficiency in Microsoft Word and Excel required. **The final candidate must pass a credit check.**

OFFICE COORDINATOR (DEPARTMENT OF ART) *(posted 2/01/2012 – 2/15/2012)*

Provides administrative support to the Chair of the Department. This position acts as the receptionist to the office, assists in management of the department and gallery budget, maintains files, and supervises one or more student assistants. Experience with Microsoft Word and Excel required. Experience with Banner and PeopleSoft preferred. High school diploma or GED required; Bachelor's Degree preferred. One (1) year experience in secretarial/office management is required. This position uses a P-Card, and the **final candidate must pass a credit check.**

MERCHANDISE BUYER (BOOKSTORE) *(posted 2/01/2012 – 2/15/2012)*

This position plans, directs, organizes and coordinates all aspects of the merchandise department including: interaction with students, faculty, and staff; coordinating and supervising special events such as selling merchandise at sporting events, author appearances, graduation, etc.; and developing merchandise and marketing promotions for the brick and mortar store as well as the forthcoming internet store. This position also supervises and trains staff in the process of ordering, receiving, pricing, stocking, and shipping merchandise. This position directly supervises another employee.

Associates Degree required; Bachelor's degree preferred. One (1) year of supervisory or managerial experience required. Minimum of two (2) years retail/college experience in merchandising or marketing preferred. Must have ability to plan and organize promotions. Must have knowledge of retail operations and purchasing procedures, along with general knowledge of accounting procedures, merchandising and marketing. Must have general knowledge of computers and proficient in Microsoft Word and Excel.

The final candidate must pass a credit check.