



JOB OPENING

Deadline: 5/17/19
Rate of Pay: \$8.50/hr

The Georgia Public Safety Training Center is currently looking for candidates to fill the position of:

Student Services Clerk, Part-Time (29 hr/wk)

JOB DESCRIPTION:

Greet guests, provide information and directions, assist students with lodging needs, answer telephones, monitor communication and alarm systems, and perform other general office duties in support of front desk operations and the Instructional Services Division. This position has the potential to work into a full-time position in the future.

Work hours are shift-based and may rotate to meet the needs of the Training Center. Some weekend and holiday work is required.

OTHER REMARKS:

Selected candidate subject to criminal records background and drug screening clearance. Interview process may include a practical exercise to identify strengths/weakness of typing skills.

APPLY NOW!

We are committed to distinguishing ourselves as the nation's premier center for learning and growth. We are guided by the core values of professionalism, loyalty to our mission, teamwork, innovation, commitment, and leadership at all levels of our organization.

Do you have what it takes to be a part of this high performing team?

www.gpstc.org/careers