

Position Announcement: Secretary - Agricultural Education South Region Office

The Georgia Agricultural Education Program is seeking qualified candidates for the position of office secretary in the South Region.

Posting Date: May 25, 2016

Application Deadline: Until Filled

Position Title: Office Secretary - South Region Agricultural Education & Georgia Young Farmers Association (GYFA)

Location: South Region Office, ABAC Campus, Tifton, GA

Employment Beginning Date: July 1, 2016 or until filled

Position Description:

Under general supervision, uses independent judgment and initiative to perform a variety of clerical, office management, and advanced secretarial duties in support of management, staff, and operations for the Agricultural Education Program South Region Office and the Georgia Young Farmers Association (GYFA). This fast-paced, accountability-driven environment requires an organized individual who is comfortable multitasking and receiving direction from the State Program Manager, South Region AgEd Director, GYFA Executive Secretary, and AgEd area teacher Specialists. Duties include composing, editing, proofreading, copying, and distributing correspondence, reports, and other materials; serving as communications link between State Agricultural Education Staff, the Georgia Young Farmers Association, local school systems, and other constituents; conducting comprehensive clerical research using a variety of resources to generate reports and respond to requests; GYFA event and activity planning; completing tasks and assignments associated with administrative support functions in areas such as basic bookkeeping; establishing and maintaining filing and record-keeping systems, reference manuals/materials, and financial reports; scheduling and preparation of meetings and conferences; coordinating travel and lodging arrangements; monitoring and maintaining office supplies, equipment, and/or facilities; entering data from forms, records, and/or reports using a computer; and answering/redirecting calls in staff absence. Attend appropriate meetings and training related to duties and responsibilities. Complete other duties/assignments as assigned.

Minimum Qualifications:

A high school diploma or equivalent and two (2) years of general office work.

Skills Required:

- Ability to think strategically and align goals and resources.
- Ability to manage multiple priorities and work with diverse people and ideas.
- Ability to work in a team environment.
- Collaboration, consensus-building and networking skills.
- Strong interpersonal and communication skills.
- Well defined organizational skills

Preferred Qualificaitons:

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Documented experience in computer literacy, effective written and verbal communication skills and working as key support to multiple personnel in a busy office environment
- Three or more years' experience providing administrative/clerical support for a state government agency or a local school system
- Strong computer skills, including proficiency in Microsoft Office (Excel, Word, Access, and PowerPoint)
- Experience using the internet to research information
- Bachelor's or associate's degree in business administration or a related field
- Proven successful experience working in a team environment

Salary/Benefits: Annual salary range \$18,611.26 (minimum) to \$31,639.15 (maximum). Hiring salary is commensurate with current employment and relevant education/training and work experience and available funding. Benefit options include life, disability, dental and health insurance, annual/sick leave, and Teachers' Retirement.

Submit a cover letter and resume to:*

Ira Tucker
South Region Director / Agriculture Education
Georgia Department of Education
ABAC 34, 2802 Moore Hwy.
Tifton, GA 31794
229-386-3428 (office)
229-425-7619 (cell)
itucker@gaaged.org

**Resume should include daytime telephone number, prior employment, and at least 3 references with addresses and telephone numbers.*

It is the policy of the Georgia Agricultural Education Program not to discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.