



METROPOLITAN REGIONAL EDUCATIONAL SERVICE AGENCY

1870 Teasley Drive, S.E.
Smyrna, Georgia 30080
Phone: (770) 432-2404 Fax: (770) 432-6105

Date: October 20, 2021

Start Date: As soon at November 1, 2021

Position: Office Assistant, Georgia Teacher Academy for Preparation and Pedagogy

Minimal Qualifications:

- Minimum high school diploma; college degree preferred
- Proficient in Microsoft Office, with demonstrated expertise in Excel, PowerPoint and Outlook
- Above average written/verbal communication skills
- Effective organizational skills and professional telephone etiquette
- Positive interpersonal skills, ethical behavior, and good judgment
- Ability to maintain confidentiality
- Ability to multi-task and prioritize work responsibilities
- Must be able to operate with minimal supervision

Specific Responsibilities:

- Provide extensive support (clerical, data entry, etc.) to the Alternative Certification program
- Communicate program information to the general public
- Manage registration and log attendance
- Arrange course/workshop details
- Prepare rooms for face-to-face learning and clean up afterwards
- Order and manage supplies and materials for training
- Utilize computer hardware/software to organize database records
- Respond to requests from program supervisors and candidate
- Maintain records and program information professionally and confidentially
- Other related duties as assigned

Terms of Employment:

- Part-time (18 hours per week; no benefits)

Responsible to:

- GA TAPP Coordinator

Application Deadline:

- October 31, 2021 (or until filled)

Send letter of interest, a current resume, and contact information for three references, to:

Mary Moseley
GaTAPP Coordinator
mary.moseley@mresa.org

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