**Part-Time Assistant Resource Facilitator**

**Rome Campus**

Shorter University is seeking an Assistant Resource Facilitator for the Shorter University College of Adult and Professional Program.

**Job Duties:**

1) Process completed course materials  
2) Deliver and set up all mobile classroom electronic equipment  
3) Assist instructors in usage of equipment, if necessary  
4) Distribute and retrieve class rosters and enter attendance information into a database  
5) Process library periodicals  
6) Clean whiteboards  
7) Other duties as assigned

**Required qualifications:** Strong customer service orientation; familiar with computer and audiovisual equipment; willingness and ability to learn new skills

**Preferred qualification:** Bachelor’s degree

**Hours:** 12 hours/week, usually 4:00-7:00pm

**Apply today at the following link:**

[https://home.eease.adp.com/recruit/?id=14993601](https://home.eease.adp.com/recruit/?id=14993601)

Shorter University is a Christ-centered University affiliated with the Georgia Baptist Convention and requires employees to be committed Christians.

*Transforming Lives Through Christ*