

Position Title: Education Advisor

Hiring Salary: \$55,000

Location: GA Real Estate Commission & Appraisers Board
229 Peachtree St NE
International Tower, Suite 1000
Atlanta, GA 30303

Posting Date: December 2, 2025

Application Deadline Date: December 17, 2025

Description of Primary Duties:

- Advises Schools and Instructors regulated by the Commission and the Board
- Works in the Commission Office 3 Days a week and At Home 2 Days a Week
- Daily Administrative Activities:
 - Review and process Course Code Requests
 - Database entry to license records
- Reviews and approves applications to open a School or become an Instructor
- Works with PSI (state exam provider) reviewing education qualifications for real estate and appraiser candidates for licensure
- Assists applicants in meeting the education requirements for state licensure
- Maintains electronic and paper School and Instructor files
- Represents the Commission and Board at education-related meetings and conferences
- Other Duties as Assigned

Minimum Qualifications:

- A 4-year college degree or 3 years of experience in education, real estate, or appraisal profession.
- Proficiency in Microsoft Word and Excel and an ability to learn the agency's computer databases
- Ability to communicate accurate information to others in a professional and courteous manner
- Applicants must submit 3 reference letters attesting to work habits that reflect a high level of commitment to job responsibilities, an ability to operate effectively within an organization's structure, and an ability to work cooperatively with other people.
- Hold a current real estate license or appraiser classification that will be placed on Inactive status while employed by the Agency

To apply for this position, submit a [GA Merit System Application](#) and [your resume](#) to:

Education Advisor, Kim Yarrington
GA Real Estate Commission & Appraisers Board
229 Peachtree St NE
International Tower, Suite 1000
Atlanta, GA 30303

All qualified applications will be considered but not all candidates will receive an interview.
A criminal background check will be completed prior to the start of employment.

The State of Georgia is an Equal Opportunity Employer