



POSITION ANNOUNCEMENT

Position: Administrative Assistant for Institutional Effectiveness

The Administrative Assistant supports the Dean of Curriculum and Special Projects by performing advanced and diversified secretarial/clerical duties requiring broad and comprehensive experience and skill. The Administrative Assistant will be responsible for data entry, data management, and compiling information for reports. Duties involve completing advanced administrative tasks and special projects as requested in several areas, to include personnel, budgeting, and management of records. In addition, the Administrative Assistant may provide assistance in purchasing and accounting tasks and may be cross-trained in various assignments related to the operation of the division.

Minimum Qualifications: Bachelor's Degree from an accredited College or University OR Three years of applicable work experience.

Preferred Qualifications:

Preference will be given to applicants who have:

- completed a formal training program from an accredited institution in the area of Business or Office Management or a related field AND have at least two (2) years of experience performing advanced level administrative support to an agency;
- previous work experience in an educational setting;
- experience in the Institutional Research field.
- experience with Class Climate Software.
- excellent knowledge and experience in the use of the Internet, Microsoft Outlook, Word and Excel.
- experience in using the Banner student records management system.
- excellent written and verbal communications skills.

NOTE: A competency test may be given to all applicants who are interviewed.

Physical Demands

Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required. Full range of hand and finger motion is required for data entry purposes.

Salary/Benefits: Salary is competitive and commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package. Positions are contingent upon funding.

Application Deadline: For best consideration, applications should be received by **November 18, 2011**. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: www.savannahtech.edu. Please submit the completed application, cover letter and resume to:

Savannah Technical College
Human Resources Department
5717 White Bluff Road
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration.

Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except those special circumstances permitted or mandated by law). For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or 912.443.3388. Send written compliance related correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you