POSITION ANNOUNCEMENT – INTERNAL POSTING

PLEASE NOTE:  THIS POSITION IS OPEN TO ALL FULL TIME AND PART TIME SAVANNAH TECHNICAL COLLEGE AND TECHNICAL COLLEGE SYSTEM OF GEORGIA EMPLOYEES ONLY.

Position  Adult Education Coordinator (Adult Education Program - Grant Funded)

Savannah Technical College is seeking a full-time Adult Education Coordinator for the Adult Education Program. Must be able to work mornings and evenings. Under the supervision of the Dean of Adult Education, the Coordinator is responsible for:

- providing appropriate learning experiences and educational opportunities for students enrolling in the program;
- coordinating and managing student enrollment in the adult education program;
- coordinating the implementation and growth of the transition program to credit programs within the college;
- coordinating TABE, BEST, ASSET/COMPASS testing for all adult education students;
- assist with student recruitment, retention and job placement efforts;
- creating and maintaining a high performance environment characterized by positive leadership and a strong team orientation;
- maintaining knowledge of current trends and developments in the field by attending professional development training, workshops, seminars and conferences, and by reading professional literature in the related technical field;
- displaying a high level of effort and commitment to performing work;
- operating effectively within the organizational structure;
- demonstrating trustworthiness and responsible behavior;
- performing other duties as assigned.

Minimum Qualifications

Bachelor’s degree from an accredited college or university *and* experience in the use of Microsoft Office Suite including Excel, Access, Word and PowerPoint. Excellent oral and written communication skills. Exceptional customer service orientation is a must.

Preferred Qualifications

Master’s degree or higher from an accredited college or university in educational leadership, business or another relevant discipline. Experience managing student testing and admissions processes. A thorough understanding of the college admissions process.

Physical Demands

The employee occasionally lifts or moves objects of a light to a medium weight. Work is typically performed in an office environment with sitting, standing or walking in various settings. 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 commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

Application Deadline

For best consideration, applications should be received by August 14, 2013. 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, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). Invitation to Self-Identify. For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, mbanks@savannahtech.edu. Send written 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.