



POSITION ANNOUNCEMENT

Position **Data Entry Specialist – Grant Funded, Part Time/Temporary**

Savannah Technical College is seeking a part time temporary Data Entry Specialist for our Construction Department. We anticipate the duration of this temporary assignment to last up to 3 months.

Minimum Qualifications

Diploma in Computer Information Systems, Accounting or a closely related field and a minimum of one year Banner student information; working knowledge of Microsoft Office Suite; excellent skills in oral and written communications.

Preferred Qualifications

(In addition to the minimum qualifications) Associate Degree and one to two years experience in data processing.

Physical Demands

Responsibilities are typically performed in a office environment with the employee intermittently sitting, standing, walking, bending, pushing, and pulling for three (3) – four (4) continuous hours at a time; and may occasionally lift up to 10 lbs. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required. Full range of hand & finger motion is required for practical assisting, and data entry.

Salary

Salary is commensurate with education and work experience.

Application Deadline

For best consideration applications should be received by noon on **October 30, 2009**. 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 color, race, national origin, sex, disability, or any other legally protected status.

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

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.