Position: One-Stop Shop Data Entry Specialist - Admissions

Job Duties: Under the supervision of the Director of Admissions, the One-stop Shop Data Entry Specialist – Admissions is responsible for:

- entering data from forms, records and/or reports using BANNER software
- coding information as appropriate
- printing and distributing reports that are required by the technical college, TCSG, Management Information System, and federal agencies
- processing requests from internal and external customers
- maintaining a record-keeping and filing system for all students
- serving as a key data entry person for the One-stop Shop
- displaying a high level of effort and commitment to performing work
- operating effectively within the organizational structure of a One-stop Shop
- demonstrating trustworthiness and responsible behavior
- performing other duties as assigned

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; skill in oral and written communication.

Preferred Qualifications: Associate Degree and one to two years experience in data processing.

Physical Demands: 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. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. The employee must be able to lift up to 25 pounds. 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 9, 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.