POSITION ANNOUNCEMENT

Position: Dean for Business & Technology
Under supervision of the Vice President for Academic Affairs, coordinates and supervises quality technical programs to include Business Administration, Business Management, Accounting, Paralegal Studies, and Computer Information Systems. Additionally supervises Distance Education assets for the entire college. Prepares instructional program specifications and respective program budgets. Leads academic team in developing and implementing program schedules, academic student advising, and faculty/staff professional development.

Minimum Qualifications
- A Master's degree from a nationally or regionally accredited college or university in a vocational field or occupational supporting discipline such as Business Administration, Educational Leadership, or a closely related field.
- Appropriate degree will reflect the requirements of college accrediting agencies and at least three years of full-time paid work experience within the past seven years in business, industry, education or military environments.
- Three years of employment must have been as a full-time instructor.
- Demonstrated skills in training and/or personnel development.
- Must demonstrate excellent written and verbal communications skills.
- Must possess and maintain the appropriate professional credentials required for or related to the field or position.

Preferred Qualifications
- Experience in curriculum development, instructional methodology, planning, evaluation, budgeting, supervision and management.
- Three years educational administration experience as an instructional program department head.
- Understanding of the mission and philosophy of technical education.
- Prior experience in the development, administration, and evaluation of academic programs.
- Computer skills and ability to use common software programs. Including, but not limited to BANNER, Knowledge Management Suite (KMS), Angel, and Microsoft Office.
- Experience in project management, information technology, accreditation, and grant writing.
- Excellent oral and written communication skills.

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 May 24, 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.