



POSITION ANNOUNCEMENT

Position: Institutional Effectiveness Project Coordinator – Grant Funded

Under general supervision, the Institutional Effectiveness Project Coordinator supports the philosophy, goals and objectives in the evaluation, planning, and budgeting system to assure quality programs and services for Savannah Technical College. Primary functions are to support the Institutional Effectiveness objectives in relation to the Predominantly Black Institution (PBI) grant. Assists with accreditation processes. Oversees components of the Performance Accountability System (PAS). Compiles, monitors, collates, maintains and reports institutional and program statistical information. Plans, organizes and participates in staff development and team conferences. Performs administrative duties as required. This position is grant funded, and is subject to funding and allocation included in the grant.

Minimum Qualifications:

A bachelor's degree in education, business management, or closely related field *and* experience in using computer applications (spreadsheets, word processors, etc.) in data analysis, planning and evaluation.

Preferred Qualifications:

Preference will be given to applicants who have:

- experience in the Institutional Effectiveness field, to include compiling, analyzing and submitting data for various reports and surveys.
- excellent knowledge and experience in the use of the Internet, Microsoft Outlook, Word, Excel, Compliance Assist, and Class Climate.
- previous work experience in an educational setting;
- 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 **January 31, 2012**. 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