POSITION ANNOUNCEMENT

Position       Part-time GED Examiner (Grant Funded)

Job Duties
Savannah Technical College is seeking part-time GED Examiner. Under the general supervision of the Testing Center Coordinator, this individual will assist with administering GED testing in partnership with the Youth Challenge Academy, Coastal Prison, Chatham County Prison, and Effingham County Prison. Job duties may include, but are not limited to the following:

- Registers eligible examinees for the GED testing program.
- Coordinates logistics for testing sessions.
- Distributes and collects testing materials.
- Serves as proctor during the testing session.
- Processes exam materials and test scores.
- Maintains and orders testing materials and other supplies.
- The examiner is expected to follow professional practices consistent with college policies in working with students, students’ records, parents, and colleagues.
- Must be available to work a flexible schedule, to include mornings, evenings, and weekends.

Minimum Qualifications
Bachelors degree from an accredited college or university *and* experience in the use of Microsoft Office Suite, to include Excel, Access, Word, and PowerPoint. Excellent oral and written communication skills. Exceptional customer service orientation is a must.

Preferred Qualifications
In addition to the minimum qualifications, one year of experience in teaching, counseling, training, or testing.

Physical Demands
Work is typically performed in a classroom or office environment with intermittent sitting 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. The employee occasionally lifts or moves objects of a light to medium weight.

Salary/ Benefits
Salary is commensurate with education and work experience.

Application Deadline
For best consideration, applications should be received by August 12, 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.