POSITION ANNOUNCEMENT

Position Academic Advisors (5 positions)
Savannah Technical College seeks 5 full-time Academic Advisors for the Academic Affairs Division. These individuals will report to the Division Dean or designee and under general supervision advises students with information regarding their respective programs of study and helps keep students on track to meet their educational, career, and personal goals. Assist with recruitment activities. Coordinates with faculty in attainment and continue of program specific accreditation under assigned supervision. Participates in all program enrollment processes, including registration, drop/add, withdrawals, etc. Compiles program statistics such as enrollment, retention rates, graduation rates and placement rates. Plans and coordinates special events for the department.

Minimum Qualifications
- Associate’s degree
- One year’s experience working in higher education setting
- Strong interpersonal, communication, and computer literacy skills
- Understanding of a student-centered developmental advising approach

Preferred Qualifications
- Bachelor’s degree
- Experience teaching or advising in higher education setting

Physical Demands
Responsibilities are typically performed in an office environment with the employee sitting at a desk, standing for extended periods of time, walking, bending, pushing, and pulling. The employee must be able to lift lightweight objects up to 50LBS. Full range of hand and finger motion is required for data entry purposes. The ability to speak clearly, to hear, and understand at a normal conversational level is required. The ability to interact socially with students, co-workers and customers is required.

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 May 13, 2011. 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.