Position: Administrative Support Assistant for Adult Education (Grant Funded)

The Administrative Support Assistant assists the Dean, faculty, and students in Adult Education by performing advanced and diversified secretarial/clerical duties requiring broad and comprehensive experience, skill and knowledge of organization policies and procedures in support of the division. Other duties involve completing administrative tasks and special projects as requested not limited to the areas of personnel, budgeting and management of records. In addition, the Administrative Support Assistant may provide assistance in purchasing and accounting tasks and may be cross-trained in various assignments related to the operation of the Adult Education Program. This position is grant funded, and contingent upon receipt/continuance of funding.

Minimum Qualifications

The applicant must have obtained the level of high school graduate or equivalent AND have at least two (2) years of experience performing advanced level administrative support to an agency; experience in personnel, accounting and/or purchasing; excellent knowledge and experience in the use of the Internet, Microsoft Outlook, Word and Excel. NOTE: A competency test may be given to all applicants who are interviewed.

Preferred Qualifications

Preference will be given to applicants who have: completed a formal training program from an accredited institution in the area of Business or Office Management or a related field AND at least two (2) years experience working with accounting, budgets and/or purchasing; work experience in an educational setting; and experience in using the GALIS student records management system. Applicants must demonstrate excellent written and verbal communications skills.

Physical Demands

Work is typically performed in an office environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects. Full range of hand and finger motion is required for data entry purposes. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level 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 June 19, 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.