Position Counselor/ Special Populations Coordinator (Includes Disability Services)

Under the supervision of the Director of Student Support Services/Retention, the Counselor/Special Populations Coordinator (including disability services) is responsible for:

- providing personal counseling to students experiencing difficulty with adjustment to college;
- assisting the Vice President for Student Affairs with discipline-related matters;
- offering workshops and seminars with regard to wellness programming;
- referring students to community agency resources when necessary;
- researching and analyzing program/operation data;
- generating regular and ad hoc statistical and informational reports to supervisor and all pertinent staff;
- obtaining documentation from disabled students and notifying instructors of necessary accommodations;
- serving as liaison between students and faculty; i.e. student needs and concerns;
- performing workshops and seminars - i.e. “reasonable accommodations and the law,” etc.
- recommending and ordering of special adaptive equipment;
- supervising per diem, disabilities related contractors - i.e. test readers, interpreters, etc.;
- ensuring that the college is in compliance with ADA-related mandates;
- ensuring compliance with various Acts;
- providing special services for students representing special populations – i.e. displaced homemakers, single parents, etc.;
- producing special reports for the college, TCSG, or other appropriate, external agencies;
- maintaining a comprehensive and state-of-the-art “Learning Library;”
- assisting with the design and execution of special events, projects and activities as requested;
- creating and maintaining a high performance environment characterized by positive leadership and a strong team orientation;
- displaying a high level of effort and commitment to performing work;
- operating effectively within the organizational structure;
- demonstrating trustworthiness and responsible behavior;
- maintaining knowledge of current trends and developments in the field by attending professional development training, workshops, seminars and conferences and by reading professional literature in the related field;
- performing other duties as assigned.

Minimum Qualifications

Master’s degree from an accredited college or university in guidance and counseling (agency or school) or social work, *and* three years experience in counseling services or social work. Successful candidate must have excellent written, verbal, and interpersonal skill in order to serve a diverse student population. Excellent computer skills are also required, to include Microsoft Office Suite experience.

Preferred Qualifications

Experience working in a two-year technical or community college with an emphasis on providing personal counseling to a diverse population of students. Experience working in a fast-paced, high-volume student affairs operation. Experience with BANNER.

Physical Demands

Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. 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; must be able to lift up to 25 pounds. The ability to speak clearly, hear and understand at a normal conversational level is required.

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 October 31, 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.savannahhtech.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@savannahhtech.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.