Position  Dean for General Studies

Savannah Technical College is seeking an individual to serve as Academic Dean for the General Studies division. Under the supervision of the Vice President for Academic Affairs, this individual will manage initiatives related to all programs, courses, and instructional services including community, high school, and college programs; additionally supervises the Student Enrichment Center (SEC), ESOL Program, and student tutoring program.

Minimum Qualifications
- A Master's degree from a nationally or regionally accredited college or university in a vocational field or occupational supporting discipline such as English, Mathematics, Business Administration, Educational Leadership, or a closely related field.
- Appropriate degree will reflect the requirements of college accrediting agencies *and* at least three years of full-time paid work experience within the past seven years in business, industry, education or military environments.
- Three years of employment must have been as a full-time instructor.
- Demonstrated skills in training and/or personnel development.
- Must demonstrate excellent written and verbal communications skills.
- Must possess and maintain the appropriate professional credentials required for or related to the field or position.

Preferred Qualifications
- Experience in curriculum development, instructional methodology, planning, evaluation, budgeting, supervision and management.
- Train the Trainer Certificate or eligibility.
- Three years of full-time work experience as a College Dean within the last seven years.
- Understanding of the mission and philosophy of technical education.
- Prior experience in the development, administration, and evaluation of academic programs.
- Computer skills and ability to use common software programs (i.e. Word, Excel, PowerPoint, Outlook)
- The ability to implement technology into instruction.

Physical Demands
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. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. The employee must be able to lift up to 25 pounds. Full range of hand and finger motion is required for data entry purposes.

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 September 14, 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). Invitation to Self-Identify. 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.