Savannah Technical College is seeking a Military Outreach Coordinator. Under the supervision of the Dean for Curriculum & Special Projects, the Military Outreach Coordinator is responsible for strengthening the relationship between Savannah Technical College and the military community, and increasing veteran service member enrollment in Savannah Technical College academic programs. Typical duties may include,

- Developing face-to-face relationships with prospective military students, military education coordinators, veterans’ organizations, and business and industry professionals.
- Conducting recruitment visits to various military institutions.
- Attending military conferences and events that target specific military populations interested in pursuing higher education.
- Securing prospective student inquiries by effectively presenting Savannah Technical College educational products to military decision makers who could refer prospective students or could invite Military Outreach Coordinator to attend events in an effort to contact prospective students.
- Cultivating strong relationships with military leaders to further develop new business and retain existing student referral program.
- Actively seek opportunities to develop strategic partnerships with other postsecondary institutions and business and industry for the purpose of articulation agreements that advance the strategic goals of the College.
- Actively seek opportunities to develop strategic partnerships and articulation agreements with veteran organizations.
- Working collaboratively with STC’s admissions, marketing, and academic affairs units for the purpose of recruiting military students.
- Maintaining a comprehensive knowledge of all veterans related financial assistance.
- Providing advisement to all veteran students.
- Maintaining efficient and effective tracking (computer driven database) of all duties and chores related to the position.
- Creating all reports (internal and external) necessary for the proper administration of the position.
- Possessing a strong knowledge of all STC programs and services as well as a general knowledge of the mission of the Technical College System of Georgia.
- Working collaboratively with the College’s Institutional Effectiveness Officer toward achieving annual strategic goals.
- Coordinating the delivery of special veterans’ related programming (e.g., Veterans Day, Memorial Day, and veterans support groups).
- Performing other duties as assigned

Minimum Qualifications
A Bachelor’s Degree from a regionally accredited college or university, with emphasis in business, education, or a related field. Five years of experience serving in or working with the military. Strong oral, written, computer, and presentation skills are required. Demonstrated exceptional customer service skills, and ability to work in a high-volume, fast-paced office environment.

Preferred Qualifications
Preference will be given to candidates that demonstrate substantial experience in academic advising, articulation/transfer, continuing education and/or outreach, and military and veteran coordination. Master Degree from a regionally accredited college or university, with emphasis in business, education, or a related field. Veterans are strongly encouraged to apply.

Physical Demands
The employee occasionally lifts or moves objects of a light to medium weight. The ability to speak, 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 March 26, 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 ANNOUNCEMENT

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POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

Attn: Melissa Banks
mbanks@savannahtech.edu

POSITIVE ANNOUNCEMENT

Human Resources Department
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Savannah, GA 31405-5521

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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.

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.