Position Announcement

Position
One-stop Shop Information Specialist – Registrar

Duties
Under the supervision of the Registrar, the One-stop Shop Information Specialist – Registrar is responsible for:
- greeting internal and external customers;
- determining the nature of customer needs and providing timely and accurate information;
- operating a multi-line telephone system;
- sorting, processing and distributing incoming and outgoing mail and electronic communications;
- processing applications and related information and preparing student files;
- maintaining inventory of all registrar-related materials;
- providing secretarial/clerical support such as incidental typing and filing;
- assisting with all One-stop Shop processes and procedures including financial aid, advisement, and registration;
- assisting with the design and execution of special events, projects and activities as requested;
- displaying a high level of effort and commitment to performing work;
- operating effectively within the organizational structure of a fast-paced, high-volume, One-stop Shop;
- demonstrating trustworthiness and responsible behavior;
- performing other duties as assigned.

Minimum Qualifications
High school diploma or GED. Experience working with the public in a customer service environment; exceptional customer service focus is a must. Excellent verbal and written communication skills.

Preferred Qualifications
Knowledge of BANNER student information software—especially as it pertains to admissions, advisement, and registration. Associate degree from a two-year technical or community college.

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 July 13, 2012. Position considered open until filled. Candidates must pass a criminal background check. 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.