



Savannah Technical College

Registrar Office Assistant -

Job Number: EDU007K

Job Posting: Apr 15, 2016 -

Closing Date: Ongoing

Primary Location: GA-Chatham-Savannah

Number of Openings: 1

Job: Education

Shift: Day Job

Description:

Under the supervision of the Registrar, this position is responsible for:

- Providing administrative support to the registration, reporting and student records functions of the Registrar's Office.
- 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.
- Entering student graduate information in the master file.
- Reviewing proofs from printer and submits to Registrar.
- Preparing orders for diplomas, caps and gowns.
- Entering data from forms, records, reports and/or other sources into the BANNER student information system.
- Assisting in maintenance of student records.
- Assisting co-workers with basic questions and problems relating to the computerized student information system.
- Reading and interpreting documents such as business correspondence, operating manuals and policy/procedure manuals.
- Performing basic mathematic functions.
- Displaying a high level of effort and commitment to performing work.
- Operating effectively within the division and college organizational structure.
- Demonstrating trustworthiness and responsible behavior.
- Performing other duties as assigned.

Minimum Qualifications

- High school diploma or equivalent *and* one (1) year of work related experience.
- Experience working with the public in a customer service environment, exceptional customer focus is a must.
- Excellent verbal and written communication skills.

Preferred Qualifications (in addition to minimum)

- Knowledge of BANNER student information software—especially as it pertains to student records, reports, and data.
- 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, up to 25 pounds. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion may be 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

Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit an electronic application through [Team Georgia Careers](#), and attach cover letter and resume (incomplete submissions will not be considered). **Please include your annual salary for each position held.**

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

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.

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.