



Savannah Technical College

Electronics & Computer Engineering Technology Department Head/Instructor -

Job Number: EDU0025

Job Posting: Apr 24, 2015 -

Closing Date: Ongoing

Primary Location: GA-Chatham-Savannah

Other Locations: GA-Effingham, GA-Liberty

Number of Openings: 1

Job: Education

Shift: Variable

Description:

Savannah Technical College seeks a full-time Department Head for the Electronics and Computer Engineering Department. The Department Head will report to the Dean of Industrial Technology and will be responsible for the department at all Savannah Technical College campus locations. The successful candidate will be based at the Savannah Campus but will be required to regularly travel to all Savannah Technical College campus locations. The Electronics and Computer Engineering Technology Department Head will be responsible for the following duties (the list is not intended to be exhaustive).

- Manage all aspects of the programs within the Electronics and Computer Engineering Technology Department.
- Develop the annual departmental budget.
- Manage the scheduling of faculty teaching assignments for all programs in the Electronics and Computer Engineering Technology Department.
- Recruit faculty and lab tutors as needed.
- Supervise and assess the Electronics and Computer Engineering Technology Department full time and adjunct instructors.
- Conduct assessments of all courses taught in the Electronics and Computer Engineering Technology Department.
- Evaluate effectiveness of courses through use of student data, graduate surveys, and employer surveys.
- Deliver instruction both individually and as a member of a team.
- Participate in advisory committees for programs in the department.
- Ensure compliance with accreditation standards of regional and national accrediting agencies.
- Complete reports and requests for information from internal and external departments and agencies.
- Assess, plan, and operate program facilities and equipment periodically and recommend appropriate modifications.
- Develop and coordinate curriculum.
- Collaborate with colleagues on common curriculum areas.
- Participate in College committees and meetings.
- Follow policies and procedures of Savannah Technical College.
- Perform other duties as assigned.

Minimum Qualifications

Master's degree in Electrical Engineering Technology or closely related field; Or a Master's degree with eighteen (18) graduate semester hours in Electrical Engineering Technology from a regionally accredited institution. Documented excellent human-relations, interpersonal skills, and strong verbal and written communication skills.

Preferred Qualifications

A minimum of three (3) years of documented experience teaching post-secondary Engineering courses strongly preferred. Preference will be given to those candidates who possess supervisory experience. Active participation in appropriate professional/occupational organizations desired.

Physical Demands

Teaching responsibilities are typically performed in a classroom/lab environment with the employee intermittently sitting, standing, walking, bending, pushing, and pulling for three (3) – four (4) continuous hours at a time. The employee frequently lifts light to medium weight objects, up to 50LBS. The work is performed in campus buildings and outdoors where the employee is occasionally exposed to cold or inclement weather. The exposure to dirt, dust, grease, machinery with moving parts, chemicals, and fumes is possible in the laboratory environment. The ability to distinguish colors is required for purposes of electrical wiring.

Salary/Benefits

Salary is competitive and commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package. Positions are contingent upon funding.

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.