



Savannah Technical College

Hotel, Restaurant, and Tourism Management Department Head/Instructor

Job Number: EDU007E

Job Posting: Apr 8, 2016 -

Closing Date: Ongoing

Primary Location: GA-Chatham-Savannah

Number of Openings: 1

Job: Education

Shift: Day Job

Description:

Savannah Technical College seeks a full-time Department Head/Instructor for the Hotel, Restaurant, and Tourism Management program. This 12-month position is based at the Savannah Campus, but may require teaching responsibilities and/or regular travel to any of the Savannah Technical College campus locations. The Hotel, Restaurant, and Tourism Management Department Head/Instructor will be responsible for the following duties (the list is not intended to be exhaustive).

- Prepares lesson plans and delivers classroom and online instruction.
- Develops program and course syllabi, goals and objectives.
- Evaluates students' progress in attaining goals and objectives.
- Assists in academic support services, to include student advisement, registration, and tutoring.
- Requests and maintains supplies and equipment and prepares required budget requests.
- Maintains program certification requirements, as appropriate.
- Prepares and maintains all required documentation and administrative reports.
- Maintains knowledge of current trends and developments in the field by attending staff development training, workshops, seminars and conferences.
- Serves on college committees, participates in community service activities, and participates in college initiatives.
- Ensures safety and security requirements are met in the classroom/training area.
- Meets with students, staff members and other educators to discuss students' instructional programs and other issues impacting student progress.
- Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.
- Assists with recruitment, retention and job placement efforts.

Duties include a flexible schedule of lecture, student advisement and registration. Successful candidate must be willing to work split teaching shifts that might require split teaching days. May be required to manage and recruit adjunct instructors. Must fully embrace the responsibility for maintaining an acceptable number of students within the Hotel, Restaurant, and Tourism Management program, and also work diligently to maximize student placements in the field or related fields by working directly with local employers and the Department of Labor.

Minimum Qualifications

- Master's degree in Hotel, restaurant, and Tourism Management or related field, from a regionally accredited institution.
- Ten (10) years' of experience working in the tourism industry, with progressively increasing job responsibilities.
- Documented excellent human-relations, interpersonal skills, and strong verbal and written communication skills.
- Advanced knowledge of the Microsoft Office Suite.

Preferred Qualifications

- Documented experience teaching post secondary Hotel, Restaurant, and Tourism courses.
- Active participation in appropriate professional/occupational organizations.

Physical Demands

Work is typically performed in a classroom environment with intermittent sitting, standing, or walking in various settings. Must frequently lift and carry lightweight objects. Full range of hand and finger motion may be utilized for data entry purposes. Drivers License and evidence of insurability required.

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 Procedure

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.