



Savannah Technical College

Part-Time GED Examiner

Job Number: EDU004L

Job Posting: Sep 11, 2015 -

Closing Date: Ongoing

Primary Location: GA-Chatham-Savannah

Other Locations: GA-Liberty

Number of Openings: 1

Job: Education

Shift: Day Job

Description:

Savannah Technical College is seeking a part-time GED Examiner. Under the general supervision of the Testing Center Coordinator, this individual will assist with administering GED testing in partnership with the Youth Challenge Academy, Coastal Prison, Chatham County Prison, and Effingham County Prison.

Job duties may include, but are not limited to the following:

- Registers eligible examinees for the GED testing program.
- Coordinates logistics for testing sessions.
- Distributes and collects testing materials.
- Serves as proctor during the testing session.
- Processes exam materials and test scores.
- Maintains and orders testing materials and other supplies.
- The examiner is expected to follow professional practices consistent with college policies in working with students, students' records, parents, and colleagues.
- Must be available to work a flexible schedule, to include mornings, evenings, and weekends.
- This position requires regular travel throughout the Savannah Technical College service delivery area, to include Chatham, Bryan, Liberty, and Effingham counties. Occasional travel outside the service delivery area may also be required.

Minimum Qualifications

Bachelor's degree from an accredited college or university *and* experience in the use of Microsoft Office Suite, to include Excel, Access, Word, and PowerPoint. Excellent oral and written communication skills. Exceptional customer service orientation is a must.

Preferred Qualifications

In addition to the minimum qualifications, one year of experience in teaching, counseling, training, or testing.

Physical Demands

Work is typically performed in a classroom or office environment with intermittent sitting or walking in various settings. Full range of hand and finger may be utilized for data entry purposes. The employee frequently lifts or moves objects of a light to medium weight.

Salary/Benefits

Salary is commensurate with education and work experience.

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.