



Savannah Technical College

Academic Advisor – Business & Technology

Job Number: EDU00CA

Job Posting: Nov 28, 2016 -

Closing Date: Ongoing

Primary Location: GA-Chatham-Savannah

Number of Openings: 1

Job: Education

Shift: Day Job

Advertised Salary: \$38,000

Description:

Savannah Technical College seeks a full-time Academic Advisor for the Business and Technology Division. The Academic Advisor will report to the Division Dean, and under general supervision advises students with information regarding their respective programs of study. Provides guidance to keep students on schedule to meet their educational, career, and personal goals. Assists with student recruitment activities. Coordinates with faculty in attainment and continuation of program specific accreditation under assigned supervision. Participates in all program enrollment processes, including enrollment, registration, drop/add, withdrawals, and financial aid matters. Compiles program statistics, such as enrollment, retention rates, graduation rates, and placement rates. Plans and coordinates special events for the Division. Performs other duties as assigned, and assists with general division operations.

Minimum Qualifications

- Bachelor's Degree in education, business, or related area of study *and* two (2) years of related work experience.
- Experience may substitute for degree, on a year-for-year basis.
- Strong interpersonal, communication, and computer literacy skills.
- Understanding of a student-centered developmental advising approach.

Preferred Qualifications

- Master's degree in education, business, or related area of study.
- Teaching and/or advising experience in a postsecondary institution.
- Experience with BANNER and Knowledge Management System (KMS).

Physical Demands

Responsibilities are typically performed in an office environment with the employee sitting at a desk, standing for extended periods of time, walking, bending, pushing, and pulling. The employee must be able to lift light-medium weight objects up to 50LBS. Full range of hand and finger motion may be utilized for data entry purposes. The employee regularly interacts and communicates with students, employees, and the general public.

Salary/Benefits

Target salary is \$38,000, and is 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.