**Student Life Coordinator** (FT)

**Location:** Dougherty County Campus

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Student Life Coordinator. The Student Life Coordinator will report to the Director of Athletics & Student Life. He/she will assist with the annual ATC Job Fair and will help to advise student groups, and encourage and increase student engagement. He/she will plan, organize, coordinate, monitor and supervise various educational, recreational, social and cultural student events. The Student Life Coordinator will assist student government, student clubs and their sponsors in planning and organizing campus activities, promote the creation of and development of new clubs and help identify potential club advisors among existing campus personnel. He/she will provide resources/training for club advisors. He/she will update and maintain the ATC Student Life Advisor Handbook, promote and mentor student leaders, participate in the development of marketing strategies to promote campus activities and services in order to maximize student engagement. He/she will plan, organize, and implement an intramural program that encourages participation of both genders. The Student Life Coordinator will work with the Director of Public Relations, the Orientation Staff, and others in order to market student engagement, and other campus events. He/she will develop a tracking system to encourage student life engagement and develop a portfolio of participation upon graduation. He/she will develop multicultural student leadership programs to engage student in activities that lead to personal and professional growth. This position is to support cultural equity for improved retention efforts for overall college outcomes. He/she will assist with voter registration, and dialogue among students about equity, diversity, and inclusion. This position works closely with faculty to develop services and learning activities designed to encourage good citizenship and support instructional programs, facilitate, promote and assist student recognition/award presentation events, and plan and execute campus-wide service opportunities. The Student Life Coordinator should have knowledge of the mission of postsecondary vocational/technical education, college programs of study, financial aid requirements and of related state and federal regulations. This position will have knowledge of Title IV, Violence Against Women ACT, SAVE, and FERPA. He/she should have knowledge of budget development and management principles. He/she should have skills in the operation of computers and job-related software programs. The Student Life Coordinator should have good oral and written communication skills, skills in interpersonal relations, skills in dealing with the public and decision making and problem solving skills.

**Minimum Qualifications:**  The applicant MUST possess an Associate’s Degree in a related field \*AND\* have three (3) years of work related experience. Experience may substitute for degree on a year-for-year basis.

**Preferred Qualifications:** The applicant MUST possess a Bachelor’s Degree and have two (2) years of work related experience.

**Physical Demands:** Work is typically performed in an office setting with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. 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 sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter

and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office [hr@albanytech.edu](mailto:hr@albanytech.edu). All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally

require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany 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.

**Note: 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.**

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| **Title IX Coordinator:**  Kathy Skates  Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards  Executive Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts  Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |