**POSITION ANNOUNCEMENT**

**POSITION: Student Affairs Specialist – Office of Student Involvement (NM)**

**POSITION DESCRIPTION:** The Student Affairs Specialist, Office of Student Involvement reports to the OSI Coordinator and is responsible for registered student organizations, student activities programming, program preparation and development, vendor and contract negotiation, requisition processing, program setup and teardown, and other tasks associated with providing student engagement opportunities on all campuses of the college. The Specialist will also be responsible for New Student Orientation. The Student Affairs Specialist, OSI is a member of the Student Success team, participating in and assisting with events in various areas within and beyond the OSI department, to include, but not be limited to: Student Programming, Clubs and Organizations, Support Services, Leadership Programming, and Commencement.

**MAJOR DUTIES:**

**STUDENT INVOLVEMENT**

* Oversees Registered Student Organization processes, including applications, verifications, trainings, and leadership development
* Plans and implements Registered Student Organization advisor trainings and supports advisors in day-to-day activities, including recruitment for organizations, student development activities, purchasing and acquisition of items, etc.
* Works with campus and community partners regarding Registered Student Organization initiatives and goals
* May advise student organizations on a temporary or permanent basis
* Responsible for purchasing process; including working with vendors, originating purchase requisitions, receiving and verifying goods and services
* Plans and implements programming for leadership development
* Plans and executes Eagle Leadership Conference each semester
* Participates in Student Leadership Academy committee and planning team
* Manages and promotes leadership development of student leaders in Registered Student Organizations
* Plans, develops, markets, promotes, hosts, and executes educational, entertainment, health, social, co-curricular, and family friendly programming for Registered Student Organizations and for the Office of Student Involvement (at the direction of the Coordinator of Student Involvement)
* Maintains relationships with departments, vendors and community partners
* Answers student inquiries from any source, to include but is not limited to: email, phone calls, and social media

**OTHER**

* Collects data and maintains records as required
* Ensures the college remains in compliance with the obligations of any federal, state, and local programs
* Performs other related duties as assigned

**MINIMUM QUALIFICATIONS:**

* **Bachelor’s degree in a course of study related to the occupational field of the position and sufficient experience to understand the basic principles relevant to the major duties of the position, or Associate’s Degree with two years of paid work experience in Student Affairs/Campus Life/Orientation, or Four years of paid work experience in Student Affairs/Campus Life/Orientation**
* **Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.**

**SALARY/BENEFITS:** $43,559.22 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** This position is allowed to telework 60% per week; however, telework time may fluctuate weekly due to the nature of the work.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: May 2024**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.

***A Unit of the Technical College System of Georgia***