



POSITION ANNOUNCEMENT

Campus Life Specialist

CAMPUS: Dublin

STATUS: Full-Time – Non-Exempt

DUTIES: The campus life specialist will assist in the development, monitoring, and completion of project initiatives associated with student campus life. The campus life specialist organizes campus events including high school, middle school, and student life events; plans and assists with the design and execution of special events, projects, and activities as requested, assists with the preparation of the college-wide student activity calendar; enters and reviews data for reporting requirements and provides data as needed; assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of campus life; facilitates collaborative committees to achieve project goals; communicates regularly on progress toward goals and required results; develops, implements, and oversees the maintenance of filing, recordkeeping, distribution of materials, and other types of office/program systems; assists in providing outreach and education to the community and local organizations about programs and services available; keeps abreast of policies, procedures, and state/federal laws that may impact campus life; maintains excellent working relationships with and serves as liaison to internal and external customers. The campus life specialist reports directly to the campus life coordinator.

MINIMUM QUALIFICATIONS: Associate Degree and 3 years of work experience. Note: Experience may substitute for the degree on a year-for-year basis. Preference will be given to applicants with a bachelor's degree.

COMPETENCIES: Written and oral communication skills; Decision making and problem-solving skills. Skilled in the operation of computers and job-related software programs. Skilled in interpersonal relations and in dealing with the public. Ability to work independently with minimal supervision.

SALARY/BENEFITS: \$38,000. Salary is commensurate with education and experience. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. 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.

****Employment is contingent based upon successful completion of appropriate background checks.**

Equal Opportunity Institution -

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected

status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Oconee Fall Line Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator – Jennifer Todd, 478.553-2098

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643