



**POSITION ANNOUNCEMENT**  
High School Coordinator

**CAMPUS:** Dublin Campus

**STATUS:** Full Time/Non-Exempt

**DUTIES:** The High School Coordinator assists state, secondary, and post-secondary instructional leadership in the planning and development of career programs of study through dual enrollment opportunities. Serves as the primary point of contact and collaborates with high school administrators, counselors, and staff to promote technical education in the counties of Laurens, Bleckley, Telfair, Dodge, Wheeler, and Wilkinson. These opportunities may lead to either an industry recognized credential, post-secondary certificate of credit, diploma or associate's degree for the high school students. This position requires a flexible schedule with some evening travel to high schools. The High School Coordinator reports directly to the Director of High School Initiatives.

**MINIMUM QUALIFICATIONS:** Bachelor's degree and 1 year of work experience in a secondary or post-secondary education environment.

**COMPETENCIES:** Knowledge of basic accounting. Knowledge of college's admission and financial aid guidelines and procedures. Knowledge and understanding of how high school and college calendars, registration, graduation requirements and schedules work together. Skill in the operation of computers and job related software programs. Decision making and problem solving skills. Skill in interpersonal relations and in dealing with the public. Oral and written communication skills. Organizational skills. Presentation development and making presentation is large crowds.

**SALARY/BENEFITS:** \$50,000. 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](http://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