



POSITION ANNOUNCEMENT

Student Affairs Specialist

CAMPUS: Dublin

STATUS: Full-Time / Non-exempt

DUTIES: The Student Affairs Specialist is responsible for performing specialized duties in support of student affairs functions. Advises students during registration and drop/add periods; responds to needs of prospective students; provides information to technical college prospective and enrolled students concerning the registration process, program changes, educational requisites, technical college policy/procedure, state policy, etc. throughout the student's tenure; answers application questions for new students; processes new student applications; answers phone and email inquiries; assists faculty with student issues with registration, advisements, and academics; other duties as assigned. The Student Affairs Specialist will report directly to the Registrar.

MINIMUM QUALIFICATIONS: Associate degree and 3 years of experience in a related field.

COMPETENCIES: Knowledge of the mission of postsecondary vocational/technical education. Knowledge of college programs of study. Knowledge of financial aid requirements. Knowledge of related state and federal regulations. Knowledge of budget development and management principles. Skill in the operation of computers and job-related software programs. Oral and written communication skills. Skill in interpersonal relations and dealing with the public. Decision making and problem solving skills.

SALARY/BENEFITS: \$35,000. 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.

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

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.***

Equal Opportunity Institution -

The Technical College System of Georgia and its constituent technical colleges do 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 in those special circumstances permitted or mandated by law).

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator - Janet Smith, 478.274.7836

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643 or 478-553.2124