

POSITION ANNOUNCEMENT(S)



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| **POSITION TITLE:** | **Academic Advisor** |
| **POSITION DESCRIPTION:**  Under general direction of the Dean of Students, the Academic Advisorserves as a liaison by connecting students with appropriate pathways of study in order to achieve their educational goals. The Academic Advisor will be assigned to work with beginning students and will collaborate with program faculty members to provide advising information to students throughout the provisional time period. He/she is also responsible for understanding and interpreting the College’s policies and academic options of all degree, diploma, and certificate programs to support the academic performance of students. | |
| **MINIMUM QUALIFICATIONS:**   * Bachelor’s degree in a related field * Two (2) years of related work experience | |
| **PREFERRED QUALIFICATIONS:**   * Master’s degree preferred. * Knowledge of Ogeechee Technical College programs, policies and procedures, especially as they relate to academic advising and student affairs. * Experience working in a technical college setting. * Experience and knowledge of advising students. * Experience teaching. * Demonstrated ability to work as part of a team in a fast-paced work environment. | |
| **SALARY/BENEFITS:**  Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and State of Georgia Flexible Benefits package. | |
| **APPLICATION DEADLINE:**  Open Until Filled | |

**TO APPLY:** Please submit an online application using the OTC online job center website. 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, 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 for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or [employment@ogeecheetech.edu](mailto:employment@ogeecheetech.edu).

The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Brandi Helton, Dean of Students, Office: 198C, Phone: 912.486.7607, [bhelton@ogeecheetech.edu](mailto:bhelton@ogeecheetech.edu). For ADA/Section 504: Sabrina Burns, Disability and Student Support Services Coordinator, Office: 189, Phone: 912.486.7211, [sburns@ogeecheetech.edu](mailto:sburns@ogeecheetech.edu).

As set forth in its student catalog, Ogeechee 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 individuals have been designated to handle inquiries regarding the nondiscrimination policies: Brandi Helton, Title IX Coordinator (Dean of Students), Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486-7607, bhelton@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu