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| **Dean of Adult Education** |
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| **Campus:** | Americus and Cordele |
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| **General Duties:** | The Dean is responsible for managing the Adult Education Programs and Instructional Services for Georgia citizens in a seven-county Service Delivery Area (SDA) as determined by awarded grant application. Plans and organizes the SDA work to meet the TCSG Office of Adult Education National Reporting System (NRS) goals and other specific directed activities. Prepares the program specifications and budget for the SDA. Reviews and approves requests for supplies and materials. Oversees the administration of assessment and student placement tests for Adult Education students. Maintains or oversees the maintenance of student records. Hires and supervises subordinate employees. Monitor the progress and productivity of assigned staff. Promotes the Adult Education Program to public and private organizations throughout the SDA. Serves on various boards and committees as needed. Manages the development of publications for the department. Assist with the design and execution of special events, projects, and activities. Financial management to include budget development and oversight responsibilities and contract administration. All other duties as assigned.  |
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| **Education Requirements:** | Bachelor’s degree from a regionally accredited college or university, \*and\* three (3) years of related work experience.  |
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| **Minimum Qualifications:** | Must have knowledge of the mission of postsecondary vocational/technical education; knowledge of trends in Adult Education; knowledge of GED/HiSET test components, policies and procedures; knowledge of the college’s academic programs; 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.  |
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| **Preferred Qualifications:** | Supervisory experience is a plus. Five (5) years of related work experience.  |
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| **Compensation:** | Full-time position. Salary commensurate with education and experience. Position is contingent on grant funding.  |
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| **Benefits:** | State of GA Benefits package available. |
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| **Reports to:** | Vice President of Operations  |
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| **Availability** | Must have availability to work flexible schedule, including evening, some travel is required.  |
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| **Application Deadline:** | Until filled |
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| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu) access this by clicking on the link **Careers @ SGTC**. For further assistance call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or by emailing Erika.Carrillo@southgatech.edu or Suzanne.Singletary@southgatech.edu.  |
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| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. |
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| Position Number: | **00214683** | Job Code: | **10103** |