**STUDENT AFFAIRS SPECIALIST**

**(FULL TIME)**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

Associate’s degree in a related field \*and\* Three (3) years of work experience in a related field.

**PREFERRED QUALIFICATIONS:**

Bachelor’s degree. Experience advising students in a career and academic advisement center. Knowledge of BANNER. Must have data entry skills and able to work flexible hours.

**RESPONSIBILITIES**:

The Student Affairs Specialist is responsible for performing specialized duties in support of student affairs. Advises students during early registration, open registration and drop/add periods; Conducts information sessions for prospective students; Makes recruitment visits to high schools, career fairs, etc.; Assists Student Navigator with TCSG’s Early Alert Management System (TEAMS); Functions as part of an early alert team to support college persistence and retention. Specifically: Works TEAMS alerts, assists faculty and staff on the use of TEAMS, remains current with TEAMS best practices; Answers community inquiries from email and phone calls; Writes and updates student information materials; Assists faculty with student issues with registration, advisement and academics; Assists with the annual college Job Fair; Advises student groups.

**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 in dealing with the public. Decision making and problem solving skills.

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

Only those who are interviewed will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

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, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.