



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a public postsecondary institution that provides academic and technical education, customized business and industry training, continuing education, student support, economic development, and adult education services to its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties) at a competitive financial value. Associate of Science Degrees, Associate of Applied Science Degrees, diplomas, and technical certificates of credit are provided through traditional and distance delivery methods. For more information, visit augustatech.edu.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Eisenhower.

ABOUT THE POSITION

Job Title: Director, Columbia County Center (Full Time)

JOB CODE: 10056

Campus Location: Columbia County

Salary: \$60,000-\$63,000 (Commensurate with education and work experience)

Augusta Technical College has a remote work procedure which allows full-time non-essential staff members and full-time faculty up to eight (8) hours to be completed remotely with supervisor approval. Thirty-two (32) hours must be completed on campus per week.

JOB SUMMARY

The Director is responsible for the administration, development and implementation of initiatives, supervision of employees, and management of the operating budget for an office/department/program.

MINIMUM QUALIFICATIONS

A Bachelor's degree from a nationally accredited college or university in counseling, educational administration, vocational leadership, or a closely related field. Must have a minimum of three years full-time, paid work experience within the past seven years in education, business, industry, or military environments, preferably with community college or technical college students. Work experience must include duties focused on the activities directly related to the desired position. Must demonstrate excellent written and verbal communication skills. Experience with program administration and development.

PREFERRED QUALIFICATIONS

Experience in higher education to include software programs such as Banner, Degree Works, and Target X.



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COMPETENCIES

Must possess effective communications skills.

MAJOR DUTIES

- Develops and implements in collaboration with the Academic Deans, an educational plan of a satellite campus to ensure staff, space and materials are adequate;
- Develops and implements in collaboration with the Economic Development division, a plan to implement continuing education, adult education, and other non-credit/economic development activities and classes;
- Plans and organizes the work to meet the technical college's objectives;
- Addresses/ resolves complaints and needs of students, staff and external customers;
- Serves as liaison to departments within the college;
- Promotes the satellite campus to public and private organizations supporting expanded services and facilities;
- Reviews and approves requests for supplies and materials;
- Serves as the academic advisor for all new and returning students on the satellite campus;
- Serves as the main point of contact for all high school counselors in Columbia County, and advisor for all students in Columbia County participating in the dual enrollment program;
- Attends program advisory meetings;
- Provides leadership for committees, special projects and initiatives as assigned;
- Directs building security staffing. Ensures policies and procedures relating to the administration of building security, parking and emergency preparedness are followed;
- Manages and oversees financial/budget operation of the department; satellite campus;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the satellite campus;
- Evaluates employees at scheduled intervals;
- Conducts regular evaluation of services provided and make adjustments as needed;

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. 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, fingerprinting, 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. Official transcripts are required upon employment. **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.**



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Equal Employment Opportunity Statement

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.

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