Director of Career Services (Req. #0608611)

Career Services. Reporting to the Associate Vice President for Student Affairs and Enrollment Management, the incumbent will demonstrate a strong work ethic and provide leadership and executive management of a central Office of Career Services which includes seven professional staff, five graduate assistants, and a number of student staff/volunteers. The Director will provide vision and strategic direction for a comprehensive career services program that meets the needs of a diverse undergraduate and graduate student population including underrepresented students, international students, students with disabilities, and military service through Career Development and Advising, Employer Relations and Career Programs. The Director will utilize evidence based decision-making informed by internal and external data derived from sound assessment and best and emerging trends and practices to meet the changing needs of students and employers, and develop collaborative partnerships on campus within the Division and across academic units that promote innovative approaches in support of students' professional/career development and job search readiness while informing stakeholders of job market and career industry trends and employer expectations. **Minimum Requirements**: Master's Degree in related field; five or more years of experience in higher education and demonstrated experience in supervision, management, and budget planning. effective organization and human relations skills; proficiency with PC computers and Microsoft Office Applications software including word processing, spreadsheets, and databases; ability to work well in a diverse environment; successful completion of background investigation prior to employment. **Preferred Qualifications**: Earned doctorate degree from an accredited institution in Higher Education, Counseling, Student Personnel, Business Administration, Management or related field. **Salary**: Competitive/Commensurate with Qualifications. **Application Deadline**: Open Until Filled; Priority Review of Applications Begins March 22, 2013. **TO APPLY**: Please visit the Georgia Southern University employment website and complete the application process at [https://employment.georgiasouthern.edu/](https://employment.georgiasouthern.edu/). The application process must be completed by the deadline to be considered.

Administrative Coordinator for Facilities & Events Services (Req. #0608610)

**Position Description: Office of Student Activities.** Oversees daily operations in the Russell Union Student Center and other associated facilities. Coordinates and conducts ongoing training sessions for all facility management staff members. **Minimum Requirements**: Bachelor's degree; one or more years of related work experience (a higher level of education may substitute for some of the experience requirement); proficiency with computers and Microsoft Office Applications software including word processing, spreadsheets, and databases; effective communication (verbal and written), organization, human relations and strong self-motivation skills; ability to work well in a diverse environment; successful completion of background investigation prior to employment. **Preferred Qualifications**: Master's degree in Higher Education, Student Services, Counseling, or related field. **Salary Range**: Minimum: $30,358 to Midpoint: $37,931. **Application Deadline**: Open Until Filled. **TO APPLY**: Please visit the Georgia Southern University employment website and complete the application process at [https://employment.georgiasouthern.edu/](https://employment.georgiasouthern.edu/). The application process must be completed by the deadline to be considered.
**Activities Coordinator - Orientation and Parent Programs (Req. #0608609)**

**Admissions.** Provide assistance to the Assistant Director of Admissions in all aspects of planning, developing, and implementing all New Student Orientations (SOARs), Parent Orientations, and Family Weekends. Major responsibilities include: planning and implementing the summer and pre-semester SOAR programs for first-year students, parents, and transfers which requires coordination of all divisions of the University; managing the 24 undergraduate SOAR leaders which includes recruiting, selecting, training, and supervising them, and overseeing their overall student group development; designing and preparing publications; coordinating and training family weekend volunteers; and supporting the Office of Admissions at recruitment events and by serving as an on-call counselor. Other duties may include work with assessment, public speaking, crisis response, programming, and directing meetings. **Minimum Requirements:** Bachelor's Degree in a field relevant to job duties; one or more years of work related experience; proficiency with computers and Microsoft Office Applications software, including word processing, spreadsheets, and databases; effective communication (verbal and written), organization and human relations skills; ability to provide customer service; ability to work well in a diverse environment; successful completion of background investigation prior to employment. **Preferred Qualifications:** Master's Degree in Higher Education, Student Personnel or related field. **Salary Range:** Minimum $24,969 to Midpoint $31,226. **Application Deadline:** March 15, 2013. TO APPLY: Please visit the Georgia Southern University employment website and complete the application process at [https://employment.georgiasouthern.edu/](https://employment.georgiasouthern.edu/). The application process must be completed by the deadline to be considered.

**Logistical Support Manager (Req. #0608606)**

**Physical Plant.** Direct the day-to-day operation of Equipment Transport Services (ETS). Receive, evaluate, and schedule requests for moving services. **Minimum Requirements:** High school diploma or equivalent; one or more years post-secondary education (additional experience may substitute for some of the educational requirement); two or more years of work related experience; ability to operate and repair hand trucks dollies and appliance trucks; ability to obtain certification and operate a forklift; proficiency with computers and Microsoft Office Applications software including word processing, spreadsheets, and databases; proof of valid driver’s license prior to employment; effective communication (verbal and written), organization, and human relations skills; successful completion of background investigation prior to employment; ability to work well in a diverse environment; successful completion of background investigation prior to employment. **Salary Range:** Minimum $23,791 to Midpoint $29,726. **Application Deadline:** March 15, 2013. TO APPLY: Please visit the Georgia Southern University employment website and complete the application process at [https://employment.georgiasouthern.edu/](https://employment.georgiasouthern.edu/). The application process must be completed by the deadline to be considered.

**Human Resources Coordinator (Req. #0608632)**

**University Housing.** As a Human Resources generalist, the Human Resources Coordinator will serve as a liaison between University Housing and the Department of Human Resources by coordinating all related functions, which include but are not limited to, employment, classification, compensation, training and development, and employee relations. The HR Coordinator will work collaboratively with the HR Department to provide service and support to a department of more than 300 employees serving in a variety of labor, administrative and professional capacities. Specific focus will be with temporary and student staff. **Minimum Requirements:** Bachelor's degree in Human Resources or related field (additional experience may substitute for some of the education requirement); two or more years of work related experience (a higher level of education in a related field may substitute for some of the experience requirement); effective communication (verbal and written), organization, and human relations skills; proficiency with computers and Microsoft Office Applications software including word processing, spreadsheets, and databases; ability to ensure confidentiality, multi-task, work independently and work well in a diverse environment; successful completion of background investigation prior to employment. **Salary Range:** Minimum $28,901 to Midpoint $36,132. **Application Deadline:** March 22, 2013. TO APPLY: Please visit the Georgia Southern University employment website and complete the application process at [https://employment.georgiasouthern.edu/](https://employment.georgiasouthern.edu/). The application process must be completed by the deadline to be considered.
Admissions Counselor I – Assistant Coordinator of Publications and Communications (Req. #0608629)

Duties include managing the communications plan for 30,000 prospective students which includes, but is not limited to, drafting and sending all e-mail and postal mail communications carried out through the prospect management database; maintaining, writing and updating content for personalized web pages; pulling data from the prospect management database for reporting purposes; and importing and exporting all necessary data to and from the prospect management database. Other responsibilities include presenting at group and individual information sessions for campus visitors; providing regular correspondence to prospective high school students by telephone, e-mail, and hand-written letters; assisting in resolving specific admissions problems; disseminating information regarding the University regulations and policies; and assisting with the management of other recruiting activities as assigned by supervisor. Minimum Requirements: Bachelor's Degree; related work experience; proficiency with computers and Microsoft Office Applications Software, including word processing, spreadsheets, and databases; effective communication (verbal and written), organization and human relations skills; ability to provide customer service; ability to work well in a diverse environment; successful completion of a background investigation prior to employment. Salary Range: Minimum $26,223 to Midpoint $32,768. Application Deadline: March 22, 2013. TO APPLY: Please visit the Georgia Southern University employment website and complete the application process at https://employment.georgiasouthern.edu/. The application process must be completed by the deadline to be considered.

Conference Facilitator (Req. #0608628)

University Housing. The Conference Facilitator is part of the Conference Services team and serves as a point of contact for current and potential meeting and conference planners, as well as assist in the marketing and recruiting of new programs for University Housing. The Conference Facilitator will provide customer service and daily management of a full service conference operation within University Housing by working cooperatively with other offices on campus and businesses within the local community. The Conference Facilitator may serve as a University representative at trade shows to attract new business to campus. Minimum Requirements: High school diploma or equivalent; two or more years of post-secondary training or an Associate’s degree; one or more years of work experience; experience planning meetings; effective communication (verbal and written), organization, and interpersonal skills; excellent computer skills to include word processing, spreadsheets, and database applications; ability to work days, nights, and/or weekends; ability to work well in a diverse environment; successful completion of background investigation prior to employment. Preferred Qualifications: BS/BA degree. Salary Range: Minimum $24,969 to Midpoint $31,226. Application Deadline: March 22, 2013. TO APPLY: Please visit the Georgia Southern University employment website and complete the application process at https://employment.georgiasouthern.edu. The application process must be completed by the deadline to be considered.

Activities Coordinator (Req. #0608627)

Office of Student Activities. This position will work with a team of staff to advise the University Programming Board, support student organizations and cheerleading and mascot programs. It will also coordinate and develop campus programs and services that involve, educate, and develop a high level of engagement for campus. It will assist with advising of student leaders, graduate assistants, and other collaborators to produce a programming calendar that enhances the quality of student life. Minimum Requirements: Master's Degree in higher education, student services, counseling, or related field; one or more years of experience in a college setting experience supervising and advising students and student groups (specifically student programming groups); understanding of student development theory and its application to programming; experience with marketing and event planning management; effective communication (verbal and written), organization, and human relations skills; ability to work well in a diverse environment; successful completion of background investigation prior to employment. Salary: $35,000. Application Deadline: March 22, 2013. TO APPLY: Please visit the Georgia Southern University employment website and complete the application process at https://employment.georgiasouthern.edu/. The application process must be completed by the deadline to be considered.
APPLICATION PROCESS: For information, call the 24-hour Job-Line at (912) 478-0629. The Georgia Southern University employment application must be completed by the deadline on our website at https://employment.georgiasouthern.edu. Applicants needing assistance with completing the application process should visit the Department of Human Resources: (912) 478-5468, 1st Floor Rosenwald Building, or the Georgia Department of Labor. Georgia is an open records state. Individuals who need reasonable accommodations, under the ADA, in order to participate in the search process should notify Human Resources: (912) 478-5468 or HR-TDD: (912) 478-0791. Georgia Southern is an Equal Opportunity/Affirmative Action Institution.