Assistant Women’s Volleyball Coach (Req. #0609282)

Athletics. Georgia Southern University, a unit of the University System of Georgia, invites applications for an Assistant Women’s Volleyball Coach. Responsibilities include coaching the sports program within all Board of Regents, NCAA, Southern Conference, and institutional policies, rules, and regulations; evaluating and recruiting student-athletes; practicing and preparing for games; coordinating team travel; assisting with monitoring of academic progress of student athletes; exchanging and breaking down videos; and other job-related duties as assigned by the Head Coach. Minimum Requirements: Bachelor’s degree in a related field; experience playing and/or coaching collegiate volleyball; effective communication (verbal and written), organization and human relations skills; proficiency with personal computers and Microsoft Office Applications software; ability to work well in a diverse environment; successful completion of background investigation prior to employment. Salary: Competitive/commensurate with qualifications. Application Deadline: July 26, 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.

Assistant Women’s Softball Coach (Req. #0609283)

Athletics. Georgia Southern University, a unit of the University System of Georgia, invites applications for an Assistant Softball Coach. Responsibilities include coaching the sports program within all Board of Regents, NCAA, Southern Conference, and institutional policies, rules, and regulations; evaluating and recruiting student-athletes; practicing and preparing for games; coordinating team travel; assisting with monitoring of academic progress of student athletes; exchanging and breaking down videos; and other duties as assigned by the Head Coach. Minimum Requirements: Bachelor’s degree in a related field; experience playing and/or coaching collegiate softball; effective communication (verbal and written), organization and human relations skills; proficiency with personal computers and Microsoft Office Applications software; ability to work well in a diverse environment; successful completion of background investigation prior to employment. Salary: Competitive/commensurate with qualifications. Application Deadline: July 26, 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.

Postdoctoral Research Associate (Req. #0609288)

Civil Engineering. This position will engage in a mentored research project from GDOT. The candidate will investigate the mechanism of the interaction of CRM with asphalt binder in dry process in micro structure level using SEM, FT-IR and GPC etc. This position will be involved in research project within the assigned field of study, and will be required to present scholarly findings at professional and academic conferences, publish research papers, and participate in grant proposal preparation. Appointees will work with faculty mentors on established responsibilities and expectations required of the position, and within the guidelines of postdoctoral search and/or scholarship. Minimum Requirements: Ph.D., or equivalent doctorate in Civil or Chemical Engineering; knowledge of assigned area of research and/or scholarship; excellent computer skills to include Microsoft Office Applications software, including word processing, spreadsheets, and databases; effective communication (verbal and written), organization and human relations skills; ability to multi-task, work independently and work well in a diverse environment; successful completion of background investigation prior to employment. Salary Range: Minimum: $32,000. Application Deadline: July 26, 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.
Administrative Specialist (Req. #0609290)

Office of the President. Provide administrative assistance to the President's Office. Oversee daily operations of the office in the capacity as office manager. Coordinate and maintain all budget-related work, including the President's E&G budget and his Foundation budget. Maintain an accurate and comprehensive filing system for all incoming and outgoing correspondence and mail. Be responsible for inventory (property control) maintenance. Coordinate assignments for clerical staff. Serve as backup for Secretary to President. Provide support for the Executive Associate to the President in daily routine assignments and special projects. Minimum Requirements: Bachelor's degree; three or more years of work related experience; excellent communication skills; 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. Salary Range: Minimum $28,901 to Midpoint $36,132.

Application Deadline: July 26, 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.

Instructional Services Coordinator (Reg. #0609292)

Instructional Resources Center, College of Education. This position will establish a working vision for the College of Education's Instructional Resources Center (IRC) that incorporates the best methodologies and applications of pedagogy and technology. Will strive to build capacity in the IRC to support the application and utilization of educational technologies and other instructional resources by College of Education students and faculty, with the ultimate goal of enhancing teaching and learning in P-20 educational settings. Duties and responsibilities include those associated with Administration of Learning Resources, Curriculum and Instruction, Professional Development, Budget, and Promotion of College and University Goals and Objectives: assume administrative responsibility of the IRC, including the development, maintenance and promotion of IRC resources as well as the supervision of IRC staff including graduate assistants, and goal setting aligned with those of the College and University; develop and promote strategies and programs to assist students, staff and faculty to effectively utilize the IRC services and facilities; provide leadership, an advanced level of support, and professional development to College of Education students, staff and faculty in the utilization of computers and emerging technologies; collaborate with College faculty and staff to write proposals that include cutting edge instructional technologies and to carry out funded projects; maintain liaison and communication with all areas of the College, including committees, involved in the applications of instructional technologies and decisions about the uses of technologies to support teaching and learning; make appropriate purchases in a timely fashion and maintain sufficient records within the IRC to provide for an effective fiscal operation; and evaluate the IRC operations and services and make improvements as required. Minimum Requirements: Master's degree; one or more years of work-related experience; effective communication (verbal and written), organization, and human relations skills; knowledge of educational technologies and their uses to support teaching and learning; ability to work well in a diverse environment; successful completion of background investigation prior to employment. Preferred Qualifications: Educational Specialist degree in instructional technology, school library media or a related discipline; college teaching experience. Salary Range: Minimum: $40,663 to Midpoint: $50,839. Application Deadline: July 26, 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.
Major Gifts Officer/Director of Corporate and Foundation Relations (Req. #0609296)

University Advancement. The Director of Development for Corporate and Foundation Relations (50 percent of time) and the Jiann-Ping Hsu College of Public Health (JPHCOPH) (50 percent of time) is an experienced advancement professional responsible for the planning and implementation of fundraising foundations and JPHCOPH’s comprehensive fundraising program. This highly motivated professional will be responsible for raising major gifts from corporations and foundations in support of the University and college’s current operations, endowments and other approved projects and capital priorities. The incumbent will fulfill these duties under the direction of the Executive Director of Corporate and Foundation Relations and in close cooperation with the University’s Central Advancement office and the college’s dean, senior administration, faculty and staff. This energetic and enthusiastic individual will identify, cultivate, solicit and steward corporations and foundations, and assist with other development activities as needed. **Minimum Requirements:** Bachelor's degree; three or more years' related experience; successful track record in higher education; experience with capital campaigns, thorough knowledge of development practices and principals, 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. **Preferred Requirements:** Demonstrated ability to develop successful relationships with corporations and foundations. **Salary Range:** Commensurate with Experience. **Application Deadline:** July 26, 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.

Student Affairs Operations Specialist – Fitness Program Director (Req. #0609327)

Campus Recreation and Intramurals (CRI). This position serves as a member of CRI's Fitness Lead Team. Duties include, but are not limited to: developing and maintaining group fitness classes, recruiting, hiring, training, and evaluation of group fitness instructors, fitness assessments, fitness studio operations and supervision, nutrition education, and any specialized fitness programs; creating and enforcing policies and procedures as related to the program and facilities; and management of the massage therapy program. Work will include occasional evening and weekend responsibilities. **Minimum Requirements:** Bachelor's degree; one or more years of related work experience; at least one fitness (personal training and/or group exercise) certification; experience teaching, supervising and/or programming group exercise programs; experience in staff management; effective communication (verbal and written), organization, and human relations skills; ability to work well in a diverse environment; proficiency with 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:** Master's Degree in Kinesiology, Health, Physical Education, Recreation, Sport Management or related field, experience in a university recreation setting. **Salary Range:** Commensurate with Experience. **Application Deadline:** August 2, 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.
Assistant Manager, Eagle Dining Services (Req. #0609328)

Eagle Dining. This position will perform all duties associated with managing a food service facility, including, but not limited to, hiring, training, supervising, and scheduling staff; monitoring financial procedures, portion control, and quality control; maintaining sanitation and safety standards; and aiding in inventory control procedures. Work hours may vary. Minimum Requirements: Associate’s degree or equivalent vocational/technical training (additional experience may substitute for some of the education requirement); three or more years of work-related experience; ability to operate commercial food equipment; experience with financial profit/loss statements; knowledge of food preparation and serving techniques; proficiency with PC computers and Microsoft Office Applications software including word processing, spreadsheets, and databases; proof of a valid driver's license prior to employment; 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 Range: Minimum $28,901 to Midpoint $36,132. Application Deadline: August 2, 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.

Architect (Req. #0609350)

Physical Plant—Facilities Planning, Design & Construction. Create program, design, and construction document for renovation and new projects; provide functional management responsibilities of project manager, engineers, drafting technicians, and students; coordinate with various University departments, Board of Regents Office of Facilities, and other state agencies; update and maintain building drawings, utility masters, campus maps, University Standards Manuals, and plat drawings; and prepare annual report of project activities. Minimum Requirements: Bachelor’s Degree in Architecture or related field; three or more years of work related experience; knowledge of the equipment and ability to operate tools standard to the trade; ability to read and comprehend blue prints, specifications, standards, and technical literature; strong math skills; proficiency with computers and Microsoft Office Applications software, including word processing, spreadsheets, databases, and AutoCAD; 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. Preferred Qualifications: Professional license in Architecture; 10 or more years of commercial experience in Architecture; strong design and production skills; strong leadership skills including consensus building and team management; ability to use Primavera software; experience in estimating and development of comprehensive specifications and bid documents. State of Georgia Registered Architect. Salary Range: Commensurate with experience. Application Deadline: August 9, 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.
University Housing. Perform skilled HVAC and refrigeration work in the installation, alteration, maintenance and repair of Auxiliary systems, fixtures, and equipment in compliance with the National Conditioned Air Codes. Perform skilled work in the installation, alteration, maintenance and repair of Auxiliary Food Production Equipment in compliance with all state, federal regulations and trade codes. **Minimum Requirements:** High School Diploma or equivalent; five or more years of related work experience (a higher level of education/formal technical training may substitute for some of the experience requirement); ability to operate hand, precision, and power tools standard to the trade, work independently, read and comprehend blue prints, specifications and standards, and technical literature; ability to operate a service vehicle; basic math and computer skills; strong knowledge with regard to microprocessor based chemical control systems and pneumatic control systems; 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. **Preferred Qualifications:** Post-secondary education in a related field. **Salary Range:** Minimum $24,969 to Midpoint $31,226. **Application Deadline:** July 26, 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.

**Air Conditioning Mechanic – Heating & Air (Req. #0609354)**

University Housing. Perform skilled HVAC work in the installation, alteration, maintenance, and repair of heating and cooling systems, fixtures, and equipment in compliance with all State of Georgia Conditioned Air Codes (i.e., gas, mechanical, electrical, refrigeration, low pressure, duct performance, etc.); supervises, trains, and oversees the HVAC repairs of all general maintenance workers; coordinates all preventive maintenance requirements and ensures compliance with conditioned air standards requirements and/or life safety codes represented within all complexes. This position will work primarily with heating and air conditioning equipment. Requires some evening and weekend work for emergencies. **Minimum Requirements:** High School Diploma or equivalent; three or more years of work-related experience (a higher level of education may substitute for some of the experience requirement); ability to obtain and maintain a Refrigerant Transition and Recovery Certification; ability to read and comprehend blue prints, specifications and standards, and technical literature; basic math skills; proof of a valid driver's license; 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 Range:** Minimum $23,791 to Midpoint: $29,726. **Application Deadline:** July 26, 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.

**Library Assistant (Req. #0609356)**

Henderson Library. Works in Collection and Resource Services Department of Henderson Library as a Cataloging/Metadata Assistant. Specific duties include processing new materials for library collection, including books, microforms, audiovisual materials, and government documents; sorting new materials for appropriate shelving locations; and participating in database projects. **Minimum Requirements:** High School Diploma or equivalent; three or more months of post-secondary education; two 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 multi-task; customer service experience; knowledge of library cataloging rules relevant to the position; ability to move boxes weighing 24 pounds and a full book truck; ability to work well in a diverse environment; successful completion of background investigation prior to employment. **Preferred Qualifications:** Library experience. **Salary Range:** Minimum: $23,050. **Application Deadline:** July 26, 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.
Special Projects Assistant (Req. #0609358)

**Athletics.** Reporting to the Head Football Coach, this position will be responsible for managing the front office staff, assisting the DFO with the day-to-day operations of the Football Program, and serving as the Head Football Coach's personal assistant. This position will, at all times, perform duties and responsibilities in compliance with and in a manner consistent with the said rules, constitutional provisions, bylaws, policies, regulations, and interpretation as now constituted or as they may be amended by Georgia Southern University, the Georgia Southern Department of Athletics, the National Collegiate Athletic Association (NCAA), and the Southern Conference. **Minimum Requirements:** High school diploma or equivalent; one or more years of work-related experience (a higher level of education may substitute for some of the experience requirement); proficiency with computers and Microsoft Office applications, including word processing, spreadsheet and databases; 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 Range:** Minimum $27,540 to Midpoint: $34,418. **Application Deadline:** July 26, 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.

Assistant Registrar (Req. #0609359)

**Office of the Registrar.** This position reports to the University Registrar and provides technical support for the Registrar's office. This position will work closely with the Director and staff in the Department of SAEM Technical Support. Responsibilities include acting as a liaison between the department, SAEM Technical Support and IT Services; managing content and programming changes for the BANNER® Web student services module; supporting the management of technology related projects; supporting the management of technology related projects; assisting staff with the use and set up of departmental and university information systems, including the BANNER® student information system; approving faculty and staff access to the BANNER® system; preparing and submitting reports and data files to the University System of Georgia and other outside agencies; writing ad-hoc and production reports; providing assistance in the development of the Banner Data Warehouse; BANNER® training; monitoring Sungard SCT's listserves and ActionWeb for information; attending workshops and conferences to ensure the department is effectively using technology to follow policies and procedures; working on special projects related to the implementation and use of technology. **Minimum Requirements:** Bachelor's degree (additional experience may substitute for some of the education requirement); two 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 work well in a diverse environment; successful completion of background investigation prior to employment. **Salary Range:** Minimum $33,464 to Midpoint $41,831. **Application Deadline:** August 9, 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.
Admissions Recruiter (Minority Recruiter) (Req. #0609367)

Admissions. Serve as an official representative of Georgia Southern at college fairs, high school visits, and other recruitment activities within assigned territories in the state of Georgia. This position is responsible for a geographic territory in the state of Georgia, as well as specified Minority Travel schools within the state. Major responsibilities include: meeting recruitment goals for enrollment; providing information concerning the University to prospective students and their families; assisting with various marketing activities, applicant file evaluation, and a variety of administrative activities, as assigned; traveling extensively to high schools and evening recruitment events, as well as evening work and periodic weekend programs; encouraging, promoting, and maintaining favorable relations with guidance counselors. May be required to load and unload admissions materials of up to 25 pounds. Responsibilities also include presentation of group and individual information sessions for campus visitors and regular correspondence with prospective high school students by telephone, e-mail, and hand-written letters. 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 professional customer service; self-motivated; ability to travel as position dictates (roughly 10 to 15 weeks throughout the year), including overnight and some weekends; ability to work well in a diverse environment; successful completion of background investigation prior to employment. Preferred Qualifications: Experience in public speaking; one or more years of recruiting in higher education; proven ability to meet deadlines; strong leadership skills; ability to work in a team atmosphere; strong customer service skills; ability to adapt to a rapid-paced work environment and possess a considerable degree of flexibility and initiative. Salary Range: Commensurate with experience Application Deadline: August 9, 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.