



**POSITION:** Admissions Coordinator

**LOCATION:** Swainsboro Campus

**POSITION DESCRIPTION:** Southeastern Technical College is seeking a dynamic and energetic individual to assist in the planning, implementation, and evaluation of all facets of the operations of the Admissions Office on the Swainsboro Campus, including coordination and processing of applications for admission and readmission of students. This position will also be responsible for assisting with the High School Initiatives program in the Swainsboro Campus service area.

**MINIMUM QUALIFICATIONS:** An associate degree or technical college diploma in a business or related area from a nationally or regionally accredited college or university, or be in the process of obtaining a business diploma/degree. Excellent written and verbal communication skills.

**SALARY/BENEFITS:** Salary is to be commensurate with education and work experience. Benefits include paid state holidays, annual leave and sick leave, and the State of Georgia Flexible Benefits package.

**APPLICATION DEADLINE:** Open until filled.

**APPLICATION PROCEDURES:** All application packets MUST be completed via the [Online Job Center](#). As part of the application process, interested candidates will also be required to upload other documents such as a letter of interest, resume, and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact the Human Resources Office at 912-538-3230 or [ljonas@southeasterntech.edu](mailto:ljonas@southeasterntech.edu).

*As set forth in its student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).*

*Helen Thomas, Section 504 Coordinator, Room 108, 912-538-3126*

*Lanie Jonas, Title IX Coordinator, Room 138B, 912-538-3230*