Student Services Coordinator - Search # 40008
Jiann-Ping Hsu College of Public Health

The Jiann-Ping Hsu College of Public Health (JPHCOPH) invites applications and nominations for the position of Student Services Coordinator. This position is located on the Statesboro campus.

Georgia Southern University is the state’s largest and most comprehensive center of higher education south of Atlanta. With 141 degree programs at the associate’s, bachelor’s, master’s, and doctoral levels, Georgia Southern is designated a Carnegie Doctoral/Research university and serves more than 27,000 students on three vibrant campuses—the Armstrong campus in Savannah, the Statesboro campus, and the Liberty campus in Hinesville. Georgia Southern offers an attractive campus environment that encourages learning, discovery, and personal growth. Nationally accredited academic programs prepare diverse scholars for leadership and service as working citizens.

Since 1906, the University’s hallmark has been a culture of engagement that bridges theory with practice, extends the learning environment beyond the classroom, and promotes student growth and life success. Central to the University’s mission is the faculty’s dedication to excellence in teaching and the development of a fertile learning environment exemplified by a free exchange of ideas, high academic expectations, and individual responsibility for academic achievement. Faculty, staff, and students embrace core values expressed through integrity, civility, kindness, collaboration, and a commitment to lifelong learning, wellness, and social responsibility.

Within this setting, JPHCOPH offers the Bachelor of Science in Public Health (BSPH) in Health Education and Promotion. JPHCOPH also offers the Master of Public Health (MPH) and the Doctor of Public Health (DrPH) degrees. The MPH program has six emphasis areas: Biostatistics, Community Health, Environmental Health Sciences, Epidemiology, Health Policy & Management and Generalist. The Doctor of Public Health (DrPH) degree has four emphasis areas: Community Health Behavior and Education, Biostatistics, Epidemiology, and Public Health Leadership.

Position Description. Reporting to the Associate Dean for Academic Affairs, the Student Services Coordinator will work collaboratively in all areas of college advisement with particular focus and responsibility on graduate recruitment, advisement, and retention. Further, the Student Services Coordinator will handle inquiries from current and prospective graduate students, as well as coordinate with the College of Graduate Studies on completion of degree requirements. Some travel to the Armstrong campus will be required. The position is a 12 month appointment, and the salary is competitive and commensurate with qualifications and experience.

Required Qualifications:
• Earned master’s degree.
• Commitment to serving students in a manner consistent with the College’s vision and mission.
• Ability to contribute to a positive work environment in the College and the University.
• Must be authorized to work in the United States for the duration of employment without assistance from the institution.
Preferred Qualifications:
- Earned master's degree in Public Health or a closely related field.
- Proven track record of effectively serving college students in an advisement capacity.
- Demonstrated potential in career counseling, particularly as it relates to public health disciplines.

Screening of applications begins January 21, 2019 and continues until the position is filled. The preferred position starting date is February 1, 2019. A complete application consists of a letter addressing the qualifications cited above; a resume; and the names, addresses, telephone numbers, and email addresses of at least three professional references. Other documentation may be requested. Only complete applications submitted electronically will be considered. Finalists will be required to submit to a background investigation. Applications and nominations should be sent to:

Stuart H. Tedders, PhD Search Chair, Search # 40008
Associate Dean and Professor of Epidemiology
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More information about the institution is available through http://www.georgiasouthern.edu or http://jphcoph.georgiasouthern.edu. Georgia Southern University seeks to recruit individuals who are committed to working in diverse academic and professional communities and who are committed to excellence in teaching, scholarship, and professional service within the University and beyond. The names of applicants and nominees, vitae, and other non-evaluative information may be subject to public inspection under the Georgia Open Records Act. Georgia Southern University is an Affirmative Action, Equal Opportunity institution. Individuals who need reasonable accommodations under the ADA to participate in the search process should contact the Vice Provost.