



Dr. Freida Hill
Chancellor

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GED ADMINISTRATOR

The Alabama Department of Postsecondary Education is accepting applications for the position of GED Administrator in the Instructional and Student Services Division, Adult Education and GED Testing Program (based in Montgomery, Alabama). The GED Administrator will manage the GED Testing Program and the Test Centers in conformity with the *GED Testing Service Policies and Procedures Manual* and the *Alabama GED Policy Manual*. Minimum qualifications include a master's degree from an accredited college or university; minimum of three years supervisory skills of programs and staff; experience in instruction, educational administration, testing, or counseling; an understanding of and commitment to the mission of The Alabama Community College System and the State's two-year colleges; a collaborative management style that works effectively in a shared governance environment; knowledge of the GED Testing Program coupled with an ability to manage emerging issues in standardized assessment; experience with policy implementation, continual program and staff development; team-building, interpersonal communications, and problem-solving skills; ability to communicate effectively, both orally and in writing. The salary range is \$60,242-\$65,435. **Applicants must submit a completed Department application form, along with all required documentation listed on the application form, to the Legal and Human Resources Division, Alabama Department of Postsecondary Education, Post Office Box 302130, Montgomery, Alabama 36130-2130. Deadline for applications is 5:00 p.m. on January 20, 2012.** Faxed or emailed applications will not be accepted. An application form may be downloaded at www.accs.cc, "Employment Opportunities" link. For more information call (334) 293-4602 or email Vicki.strength@dpe.edu. The Alabama Department of Postsecondary Education is an Equal Opportunity Employer.

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