



## **Student Affairs Administrator** **“Contingent Upon Award”**

**Job Title:** Student Affairs Administrator  
**Work Location:** Hurlburt Field, FL  
**Position Classification:** Full Time  
**Security Clearance:** Current DoD Active SECRET clearance

[www.t2cglobal.com](http://www.t2cglobal.com)

### **Overview**

Trident Technologies and Consulting - Global, LLC (T2C-Global) is a SBA Certified Woman Owned Small Business (WOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions.

### **Responsibilities**

The Student Affairs Administrator will provide program support to The 24th Special Operations Wing, Special Tactics Training Squadron (STTS). Support will include a variety of administrative related functions in support of the STTS.

### **Duties and responsibilities will include the following:**

Tasks/Duties include:

- Provide training management, student management, school quota management, trends analysis, entrance and elimination procedures, and follow-on assignment management and processing.
- Assist in student in-processing into training according to planned schedules, consistent management of student actions, from arrival through entry, out-processing, graduation, and departure; collecting, processing, and managing student accounting data to ensure all flights report data consistently. Contractor assists coordination of on-base lodging, reclassification packages, separation packages, and tracks students awaiting training, students not in training, wash-backs, and self-initiated eliminations.
- Work closely with the Director of Training (GS-13) and with the Department of Training for all student administrative requirements from day one to graduation.
- Organize and lead high visibility graduation ceremonies to honor students and their families.
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### **Qualifications**

#### **Required certifications:**

- **Current DoD Active SECRET clearance**
- Minimum bachelor's degree in any field
- Minimum 10 years of administrative coordination experience.
- Minimum 3 years of Special Warfare pipeline training experience.
- Prior experience within the Department of Defense (DoD)/Veterans Affairs (VA) systems of care and experience working with or in United States Special Operations Command.
- Must be a U.S. Citizen.

### **Physical Demands**



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**Disclaimer:** The listed duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position specific duties.

### **Special Conditions**

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment.

### **Equal Opportunity Employment Statement**

T2C-Global is a Veteran friendly employer and provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, ancestry, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Equal Opportunity for VEVRAA Protected Veterans. T2C-Global will not discriminate against employees and job applicants who inquire about, discuss or disclose compensation information.

### **T2C-Global POINT OF CONTACT**

If interested in applying for the above listed position, please contact us at; [recruiter@t2cglobal.com](mailto:recruiter@t2cglobal.com)