



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## HARTSVILLE

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716 McMurry Boulevard East, Hartsville, TN 37074  
Phone (615) 374-2147 FAX (615) 374-2149 <http://www.tcathartsville.edu>

### Position Announcement Career Foundations and Success Coach

The Tennessee College of Applied Technology Hartsville is accepting résumés and taking applications for the position of Career Foundations and Success Coach.

#### MINIMUM REQUIREMENTS:

- Associate's Degree from an accredited institution.
- Minimum of two years' work experience sales, customer service, recruitment, marketing, working with business and industry, or related experience; specific experience in higher education preferred.
- Strong customer service skills; as well, must possess effective oral and written communication skills to accurately convey college information and to effectively present information to large groups and individuals.
- Must have the ability to establish and maintain effective interpersonal working relationships with high schools, colleges, prospective students, faculty, staff and the general public.
- Must have effective ability to utilize Microsoft Office programs; audio/visual equipment and software; and working knowledge of maintaining student records and/or sensitive information.
- Results orientated with the ability to perform multiple tasks.
- Passionate belief in the power of education along with the desire to help students achieve their academic, professional and personal goals.

**GENERAL DUTIES:** Reports to the Academic Affairs and Community Relations Coordinator; responsible for Student Services and Academic Affairs assigned tasks; responsible for the College's student success and direct articulation initiatives; focusing on recruitment, testing, evaluation, and interviewing prospective students; providing individual or group advisement; assisting potential students in the selection of a proper course of training; assisting with orientation of new students; recruiting Hartsville's five-county service area; conducting college retention activities; disseminating information concerning college programs and entrance requirements; coordinating student services and community relations activities as assigned; assist with financial aid advisement and/or referral; coordinating extracurricular student association activities; maintaining records, completing reports, and performing other duties as assigned by supervisor and/or administration.

In addition, the ideal candidate will be an enthusiastic team player who is willing to take initiative and go above and beyond the call of duty in a changing work environment and whose career objectives include being a member of a dynamic and growing institution that has a vision to expand its services and increase its offerings to the citizens, businesses and industries in its service area.

**SALARY:** Commensurate with education and experience according to Tennessee Board of Regent guidelines with full benefits, including health insurance, retirement, 401K, holidays, annual and sick leave. Qualified applicants may submit a cover letter detailing how they meet the requirements for the position; accompanying résumé; and application to:

Tennessee College of Applied Technology Hartsville • ATTN: Susan McDonald • 716 McMurry Blvd E  
Hartsville, TN 37074 • Fax 615-374-2149 • [Susan.McDonald@tcathartsville.edu](mailto:Susan.McDonald@tcathartsville.edu)

Review of résumés will begin immediately; expected appointment is October 1, 2020. Applications are available online at:  
<https://tcathartsville.edu/about/jobs/career-foundations-and-success-coach-2020-07>.

TCAT Hartsville does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by the Tennessee Board of Regents policies with respect to employment, programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Jonathan Smallwood, Vice President, [jonathan.smallwood@tcathartsville.edu](mailto:jonathan.smallwood@tcathartsville.edu), 716 McMurry Blvd E, Hartsville, TN 37074. The TCAT Hartsville policy on nondiscrimination can be found at <https://tcathartsville.edu/about/non-discrimination-statement>.

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