



# 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 ADJUNCT AUTOMOTIVE TECHNOLOGY INSTRUCTOR

The Tennessee College of Applied Technology Hartsville is accepting applications for the position an Automotive Technology instructor at its main campus in Hartsville, Tennessee. This is an adjunct (part-time) position.

#### MINIMUM QUALIFICATIONS:

- High school diploma or equivalent; post-secondary training in Automotive Technology preferred.
- Have a minimum of five (5) years successful related work experience.
- Current ASE Certified Master Automotive Technician credential preferred.
- Mastery of Automatic Transmission/Transaxle; Manual Drive Train and Axles; Suspension and Steering; Brakes; Electrical/Electronic Systems; Heating and Air Conditioning; and Engine Performance.
- Must possess the organizational and communication skills necessary to be an effective instructor.
- Must possess good oral and written communication skills; have the ability to deal pleasantly and tactfully with customers.
- Must have good organizational and planning skills.
- Be willing to learn and use individualized instructional techniques. Must have the ability to establish and maintain effective interpersonal working relationship with students, faculty, staff and the general public.
- Must have excellent professional ethics.

#### GENERAL DUTIES:

This position is responsible for assisting the lead instructor with the coordination, supervision and evaluation of all phases of the College's Automotive Technology program. Physically able to lift, stoop, stand, and walk to demonstrate and perform all work-based projects required. Ability to administer written and performance tests to measure progress, and maintain student records and attendance in a timely manner. Ability to deal tactfully with students, the public, and co-workers; ability to exercise good judgment in evaluating situations and making decisions, to express ideas clearly, concisely, and convincingly, and, ability to plan and direct the work of others. Assist in the recruitment and placement of students.

**SALARY:** Commensurate with education and experience according to Tennessee Board of Regents guidelines.

In addition, the ideal candidate will be an enthusiastic, team player who is willing to go above and beyond the call of duty 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. Skills will also include working with the active program Advisory Committee comprised of professionals in the automotive technology profession and the ability to deal tactfully with students, the public and with co-workers. This is a non-tenure adjunct faculty position.

Qualified applicants may submit a cover letter detailing how they meet the requirements for the position and accompanying résumé along with our 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 immediate. Applications are available online at:  
<https://tcathartsville.edu/about/jobs/automotive-technology-adjunct-instructor-2022-09>.

TCAT Hartsville does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights laws with respect to employment, programs and activities sponsored by the College. The following person has been designated to handle inquiries regarding nondiscrimination policies: J. Smallwood, Vice President, [jonathan.smallwood@hartsville.edu](mailto:jonathan.smallwood@hartsville.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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