



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

HARTSVILLE

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

POSITION ANNOUNCEMENT ADMISSIONS and RECORDS SPECIALIST ACADEMIC SUPPORT ASSOCIATE (PART-TIME)

The Tennessee College of Applied Technology Hartsville is accepting resumes and taking applications for the position of part-time Admissions and Records Specialist (Academic Support Associate - part-time).

MINIMUM REQUIREMENTS:

- High school or GED. Technical Diploma; Associate Degree preferred.
- At least three years of successful office related and/or relevant office experience. Higher education preferred.
- Proficient computer skills and working knowledge of information management systems or ability to master such systems as well as typing; 10-Key and data entry skills; along with strong Microsoft Office skills.
- Strong customer service skills.
- Work with minimum supervision on moderately difficult to complex clerical tasks.
- Ability to effectively analyze and evaluate detailed data.
- Ability to relate and communicate to a diverse faculty, staff and student population.
- Establish and maintain an effective working relationship with students, the public and other employees.

GENERAL DUTIES: Will provide guidance to current and prospective students about admissions/registration both verbally and electronically; ensure accurate records are maintained for all student admissions processes, including application, admissions requirements, accuracy, wait list, acceptance, and registration; admissions e-mail communications; assist in enrollment management; review databases for reconciliation, student monitoring, and admissions activities and assist with reports as needed; answer multi-line phone system and direct calls as appropriate; monitor SLATE CRM; assist prospective and current students with general questions about the institution and its programs; perform other general office duties such as data entry, copying, distributing mail, filing, etc.; assist applicants in completing the online application for enrollment; maintain a working knowledge of institutional and federal policies as well as COE accreditation standards as they apply to student services (e.g., Family Educational Rights and Privacy Act, Americans with Disabilities Act, Title VI, Title IX); assist with campus tours, new student orientation, commencement ceremonies, and other college activities and events as needed; prioritize projects, attending to multiple tasks simultaneously while meeting institutional and departmental deadlines; and communicate professionally and tactfully with all members of the campus community. Fosters collegiality within and outside the department. Performs other duties as assigned, including work in other functional areas to cover absences or relief, to optimize peak work periods and social media; must be willing to participate in continued professional development and training; and demonstrate a willingness to work extra hours as needed to cover College events. Some travel may be required. 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. Scheduled work hours are typically Monday through Friday from 7:30 a.m. to 1:30 p.m., but could vary due to need. Other duties and tasks as assigned.

SALARY: Commensurate with education and experience according to Tennessee Board of Regent guidelines; this is a part-time position. Position is open until filled, with expected employment in January 2024. Qualified applicants may submit a letter detailing how they meet the requirements for the position, accompanying resume and application to this address:

Tennessee College of Applied Technology Hartsville • ATTN: Susan McDonald • 716 McMurry Blvd E
Hartsville, TN 37074 • Fax 615-374-2149 • Susan.McDonald@tcathartsville.edu. Review of resumes will begin immediately; expected appointment is in January 2024. Applications are available online at:
<https://tcathartsville.edu/about/jobs/admissions-and-records-specialist-2023-11>.

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, 716 McMurry Blvd E, Hartsville, TN 37074. The TCAT Hartsville policy on nondiscrimination can be found at <https://tcathartsville.edu/about/non-discrimination-statement>.