



# 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 RECRUITER (COUNSELOR)

The Tennessee College of Applied Technology Hartsville is accepting resumes and taking applications for the position of Recruiter.

#### MINIMUM REQUIREMENTS:

- Associate Degree; Bachelor's Degree preferred.
- Minimum of three (3) years' work experience in 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. Banner experience preferred.
- Passionate belief in the power of education along with the desire to help students achieve their academic, professional and personal goals. Results orientated with the ability to perform multiple tasks.

**GENERAL DUTIES:** Recruiter position will assist the college in achieving its vision and mission of providing educational opportunities to potential students through recruitment, retention, and job placement activities (counseling). Will create and maintain a high-energy, welcoming atmosphere for students and staff; provide customer service to all prospective and enrolled students at all TCAT Hartsville locations; actively support and participate in campus recruitment and retention efforts; assist in organizing campus events such as graduations, national signing day, open houses, job fairs, and other student organizations and events; assist in recruitment activities in area high schools such as tours, speaking engagements, and dual enrollment processes; maintain compliance with admission, registration, and financial aid rules and regulations; provide personal, group, and individual orientation, counseling, and guidance; assist applicants with defining a career path and understanding admissions requirements; provide direction to applicants in navigating through the Banner portal processes to complete admissions, registration, and financial aid; manage outgoing communications with applicants about admissions, records, and financial aid; regularly and proactively update and maintain social and traditional media outlets; develop and maintain marketing materials, program information, advertisements, 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 will be required. Perform other duties as assigned by 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 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 resume; 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 resumes will begin immediately; expected appointment is in January 2024. Applications are available online at:  
<https://tcathartsville.edu/about/jobs/recruiter-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](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>.

**WE BUILD CAREERS.**

A Tennessee Board of Regents Institution

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