POSITION ANNOUNCEMENT

SPECIAL PROJECTS COORDINATOR

The Tennessee College of Applied Technology Nashville is accepting applications for a full-time position as Special Projects Coordinator for the Tennessee College of Applied Technology Nashville.

MINIMUM QUALIFICATIONS: Bachelor's Degree required. Three to five years' experience in a higher education setting. Evidence of professional development experiences related to student personnel administration in higher education. Demonstrated ability to organize multiple programs and projects and ability to prioritize job duties. Knowledge of TCAT, TBR, state and federal procedures. Work schedule Monday – Friday 7:30 a.m. to 4:00 p.m. alternating hours one day a week 12:30 to 9:30 p.m.

GENERAL DUTIES:

1. Develops, administers and reports research on entering and enrolled students.
2. Maintains retention program.
3. Coordinate and investigate student complaints.
4. Prepares grant proposals for Perkins and others as needed.
5. Oversees the daily operations of the day and evening programs.
6. Leads SkillsUSA.
7. Develops and leads all programs in Portland, Springfield and Cockrill Bend.
8. Assist with COE accreditation efforts.
9. Supervise and evaluate faculty of assigned programs.
10. Approves faculty and staff time/leave reports.
11. Participate in student services office decision-making, planning, and office policies and procedures.
12. Counsels and assists students as needed.
13. Assist any evening program with substituting as needed.
14. Provide photo ID's for evening students as needed.
15. Act as liaison between instructors, students, and employees.
16. Evaluate and recommend changes with the program offerings.
17. Communicate with students regarding financial aid and related matters.
18. Coordinate evening contract classes and assist instructors as needed.
19. Develop, evaluate, and monitor program curriculum.
20. Assist in program certifications.
21. Assist with graduation activities.
22. Recruit and oversee Business and Industry training efforts.
23. Oversees the daily operations of the programs.
24. Perform other duties as assigned.

SALARY: Commensurate with education, experience and TCAT Nashville guidelines.
   Salary range for Coordinator 3: $45,122 - $55,000

APPLICATION DEADLINE: Screening of applicants will begin immediately and continue until position is filled.

APPLICATION PROCEDURE: Interested individuals should submit a cover letter, résumé and TCATN Application to:

   Tennessee College of Applied Technology Nashville
   ATTN: Human Resources
   100 White Bridge Road   Fax: 615-425-5582
   Nashville, Tennessee 37209   Email: Sandra.glavin@tcatnashville.edu