

POSITION ANNOUNCEMENT

ADMINISTRATIVE OFFICE TECHNOLOGY ASSOCIATE INSTRUCTOR {Full-Time} Portland Campus

The Tennessee College of Applied Technology Nashville is accepting applications for an Administrative Office Technology, Associate Instructor for the Portland Campus. This is a full-time position, Monday –Friday.

QUALIFICATIONS:

- Bachelor's Degree in Business Education or related field from an accredited college or university in business technology or related field with emphasis in computer skills, preferred. Three (3) years of successful recent employment experience in the specialty area to be taught beyond the normal learning period/generally 4 years. Two (2) years of teaching experience required.
- Minimum of 3-5 years work experience in Administrative Office Technology.
- Evidence of ability in Microsoft Windows and Microsoft applications (with Microsoft certification preferred).
- Must possess a complete and thorough knowledge of procedures and methods related to teaching.
- Willingness to remain current in the technological changes of the industry.
- Ability to instruct general office procedures, data entry, business-related math, and English.
- Instruct students from all programs in applied mathematics, graphic literacy, and workplace documents and report their progress to other instructors, (Tech Foundations).

GENERAL DUTIES:

- Teach all phases of the Administrative Office Technology curriculum in a post-secondary setting including accounting, administrative assistant, and medical administrative assistant.
- Participate in professional development activities as needed to remain current in the field and maintain an active advisory committee.
- Other duties include curriculum development, student recordkeeping, student recruitment, placement and follow-up of program graduates, and budgeting.

SALARY: Commensurate with education and experience.

Salary Ranges	Midpoint	Maximum
Associate Instructor	\$47,235	\$61,230
Instructor	\$51,453	\$66,698

Application Deadline: Review of applications will begin immediately and continue until the position has been filled.

Application Procedures: Interested individuals should submit a cover letter, resume and TCAT Nashville application to:

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

TCAT Nashville Application can be found on TCATN's website: [Jobs and Employment | TCAT Nashville](#)

EOE/AA/Title IX/Title VI/ADA Employer
"A Tennessee Board of Regents Institution"

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