POSITION ANNOUNCEMENT
Academic/Student Support Associate
Student Services

The Tennessee College of Applied Technology Nashville is accepting applications for a full-time Academic/Student Support Associate in the Student Services Department.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required; graduate of Technical Business Program, A.S. or B.S. preferred Graduation from a standard high school or post-secondary training in an appropriate field and evidence of experience to perform the work successfully. Bilingual and able to read, write and speak Spanish proficiently, preferred.

- Knowledge of:
  - Business English,
  - Organizational rules, regulations, and procedures,
  - Modern office practices, procedures, and equipment.

- Ability to:
  - Understand and follow oral and written instructions,
  - Evaluate situations and make decisions,
  - Establish and maintain an effective working relationship with the students, the public, and other employees.

GENERAL REQUIREMENTS:

- Assist applicants in completing the online application for enrollment and FAFSA application for federal and state funds.
- Process applications, enrolling applicants, and conducting new student orientation.
- Provide general information to current and prospective students relative to career goals and financial aid programs.
- Assist in providing personal and group career goal guidance.
- Conduct annual survey of Veteran students to identify needs and get suggestions
- Provide information to faculty and staff about military and veteran culture.
- Administer orientation programs for students who are veterans.
- Develop outreach strategies for military bases located near the campus
- Create and maintain a process for the assessment of prior learning that grant academic credit to Veterans for transferable training and experience attained through military service.
- Provide a campus website with information to assist and support student Veterans.
- Maintains contact with prospective applicants, school counselors, and sponsors by telephone and through written correspondence.
- Assist prospective students with furthering their education through the college by counseling concerning career goals and financial aid options.
- Assist in recruiting efforts by calling interested applicants, sending e-mails, and attending career days at local high schools and civic centers.
- Performs other work as assigned.

SALARY: Commensurate with education and experience. Salary range $30,463 - $40,824. Background check is required for this position.

APPLICATION DEADLINE: Review of applications will begin immediately, and applications will be accepted until position is filled.

APPLICATION PROCEDURES: Interested individuals should submit a cover letter, résumé and TCATN application to:

Tennessee College of Applied Technology Nashville

Attn: Human Resource Office

100 White Bridge Road
Nashville, TN 37209

Fax
615-425-5582

E-Mail
sandra.glavin@tcatnashville.edu

TCAT Nashville Application can be found on TCATN's website: https://tcatnashville.edu/about/jobs-and-employment

EOE/AA/Title IX/Title VI/ADA Employer
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