



POSITION ANNOUNCEMENT
TCAT Nashville Correctional Programs Coordinator
Riverbend Maximum Security Institution and Deborah K Johnson Rehabilitation Center
(Grant-Funded Position)

The Tennessee College of Applied Technology Nashville is accepting applications for the full-time position of Program Coordinator/Co-Instructor at the Riverbend Maximum Security Institution and Deborah K Johnson Rehabilitation Center, Nashville, TN. This is a grant-funded position.

Minimum Qualifications

- Minimum of Bachelor's Degree.
- At least three (3) years of professional experience.
- Must possess organizational and communication skills.
- Evidence of good character, mature attitude, and stable personality.
- Must possess computer skills and/or relevant computer certifications.
- Prior teaching or evidence of ability to teach students is a plus.

General Duties:

- Manage all grant reporting and compliance requirements.
- Manage program budget to ensure all deliverables are being completed on time and within budget.
- Manage the purchase of identified supplies and equipment for programs at correctional facilities.
- Manage technology and equipment associated with correctional programs.
- Serve as a liaison and point of contact between correctional facilities and TCAT Nashville administration.
- Support instructors of correctional education programs, Building Construction Technology, Computer Information Technology and Cosmetology, in providing technical training to correctional students, as needed.
- Assist lead instructors of correctional education programs in maintaining student academic records related to the programs.

Salary: Commensurate with education and experience according to the Tennessee Board of Regents and Tennessee Colleges of Applied Technology guidelines.

Application Process: **Résumé with completed TCAT Nashville employment application required.** Submissions missing either document will not be reviewed for the position. TCAT employment application available at: [TCAT Employment Application \(Revised 11-2019\).pdf \(tcatnashville.edu\)](https://tcatnashville.edu/tcatnashville/employment-application).

Submit TCATN employment application with résumé by mail to:

Tennessee College of Applied Technology Nashville, Human Resources, 100 White Bridge Road,
Nashville, TN 37209,

or by e-mail to: Sandra.glavin@tcatnashville.edu

or fax to: 615-425-5582.

EOE/Title IX/Title VI/ADA Employer
A Tennessee Board of Regents institution

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