



POSITION ANNOUNCEMENT

Academic/Student Support Associate 4 - Student Records

The Tennessee College of Applied Technology Nashville is accepting applications for a full-time position of Academic/Student Support Associate 4 for Student Records in the Student Services Department. The Academic/Student Support Associate will work in conjunction with Student Services, faculty and students.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required; graduate of Technical Business Program, graduation from a standard high school or post-secondary training in an appropriate field and evidence of experience to perform the work successfully. A.S. or B.S. preferred but not required.
- Requires applying common sense furnished in written and oral form.
- Mathematical operations and understanding to carry out instructions, deal with problems, proficient in reading, writing, and speaking.
- Knowledge of:
 - Business English and arithmetic.
 - Organizational rules, regulations, and procedures.
 - Modern office practices, procedures, and equipment.
- Ability to:
 - Make arithmetic computation and tabulations accurately.
 - 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:

Strong working knowledge of Banner System admissions and student record processes.
Maintains confidentiality of student records in accordance with Privacy Rights Act and institutional policy, obtain authorization for release of information as needed.
Update student records from grade submission, exit interview information, job placement data, etc.
Check and verify accuracy of information as required.
Review student records and verify all requirements for graduation are met.
Prepare transcript for each student enrollment period.
Review and verify student attendance records for completeness, accuracy and reporting purposes.
Prepare and provide data reports for TBR and other outside agencies.

Answers telephone and composes correspondence as required.
Performs other work as assigned.

This non-exempt position reports to the Student Service Coordinator. Scheduled work hours are Monday through Friday from 7:00 a.m. to 3:30 p.m.

SALARY: Commensurate with education and experience.
Background check is required for this position.



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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
Nashville, TN 37209

Email: Sandra.Glavin@tcatnashville.edu

TCAT Nashville Application: [TCAT Employment Application \(Revised 11-2019\).pdf \(tcatnashville.edu\)](#)

Tennessee College of Applied Technology Nashville 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 Tennessee Board of Regents policies with respect to employment, programs, and activities. The Vice President has been designated to handle inquiries regarding nondiscrimination policies: Human Resources, TCAT Nashville, 100 White Bridge Road, Nashville, TN 37209, 615-425-5540. The Tennessee College of Applied Technology Nashville policy on nondiscrimination can be found at <https://tcatnashville.edu/about/non-discrimination-statement>.

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