



Position Announcement and Specifications

Title:	Academic Student Support Associate 5
Classification:	Non-Exempt – Full-time
Direct supervision received from:	Student Services Coordinator
Functional supervision received from:	TCATN Vice President
Office Location(s):	100 White Bridge Pike; Nashville, TN 37209
Hours:	7:30 – 4:00, Monday - Friday

FUNCTION OF THE JOB:

The Tennessee College of Applied Technology Nashville is accepting applications for a full-time Academic Student Support Associate 5. 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.

KNOWLEDGE, SKILLS, & ABILITIES

- Evaluate situations and make decisions,
- Establish and maintain an effective working relationship with the students, the public, and other employees,
- Strong interpersonal and communication skills
- Ability to collaborate effectively with a wide range of constituencies in a diverse community.
- Aptitude for analyzing student data for reporting.
- Organizational rules, regulations, and procedures,
- Understand and follow oral and written instructions.

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 related to career goals and financial aid programs.
- Assist in providing personal and group career goal guidance.
- Maintains contact with prospective applicants, school counselors, and sponsors by telephone and through written correspondence.
- Assist GED recipients and dual enrollment students with furthering their education through the college by counseling with them 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.



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 Pike
Nashville, TN 37209

E-Mail: sandra.glavin@tcatnashville.edu

TBR does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Melanie Buchanan, Vice President, melanie.buchanan@tcatnashville.edu, 615-425-5570.

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