



Position Announcement

Job Description and Specifications

Title:	Dual Enrollment Support Associate
Classification:	Non-Exempt
Direct supervision received from:	TCATN – Coordinator Student Services
Functional supervision received from:	TCATN – Vice President Academic/Enrollment Services
Office Location(s):	Nashville
Hours:	Monday-Friday, 37.5 hours

The Tennessee College of Applied Tech - Nashville is accepting applications for a Dual Enrollment Support Associate. This is a full-time position, 37.5 hours a week.

QUALIFICATIONS:

Bachelor's Degree preferred. Minimum of 2 years' experience in high school or post-secondary education with a focus on student services. Demonstrated ability to work collaboratively with high school and post-secondary personnel

PREFERRED QUALIFICATIONS

- Experience providing educational programs and career development services to students.
- Demonstrated leadership ability.
- Utilizes Banner student records system and be able to function within a computerized office environment.
- Strong initiative and ability to work effectively in groups and independently.
- Strong organizational skills and multi-tasking skills. Able to manage and execute multiple projects and priorities.

KNOWLEDGE, SKILLS AND ABILITIES

- 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

GENERAL DUTIES:

- Recruit, register, and maintain TCATN programs with high school programs eligible for dual enrollment.
- Establish and maintain relationships with area high school principals, assistant principals, and school counselors.
- Build and communicate clear academic pathways from MNPS into TCATN academic programs.
- Support increasing early postsecondary opportunities from early high school grades to TCAT Nashville.
- Creating success plans with students and high school counselors from early high school grades to TCAT Nashville support students' success and help students bridge the gap between the completion of high school and beginning a postsecondary path at TCAT Nashville.
- Serve as the contact person between New Skills Ready high schools and TCAT Nashville, developing strong relationships.
- Plan and coordinate events, activities, meetings with MNPS faculty and administration, students, parents, and TCAT Nashville.

- Assist students, parents and MNPS high school advisors, principals and staff with the admissions process including the dual enrollment grant.
- Facilitate good working relationships with high school faculty and administration and TCATN faculty and staff
- Serve on TCAT Nashville, MNPS community-based organizations and New Skills Ready committees that are relevant to the Better Together partnership
- Perform other job-related duties as assigned.

SALARY: Commensurate with education and experience. Review of application submittals will begin immediately and will continue until the 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; Email: rachel.white@tcatnashville.edu

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

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