Position Announcement

Title:	**Cosmetology Associate Instructor (Full-Time)**
Classification:	Exempt
Direct supervision received from:	TCATN - Vice President
Functional supervision received from:	TCATN - President
Office Location(s):	Nashville Campus
Hours:	M-W: 6:30 a.m. - 4:30 p.m., TH: 6:30 a.m. - 4:00 p.m. (37.5 hrs.)

The Tennessee College of Applied Tech - Nashville (TCATN) is accepting applications for the position of Instructor in the Cosmetology Program This is a full-time position, four (4) days a week totaling 37.5 hours

MINIMUM QUALIFICATIONS
- High school diploma or equivalent
- 3 years of successful employment as a licensed Cosmetologist

REQUIRED QUALIFICATIONS
- Post-secondary training in Cosmetology
- Active Tennessee license as a Cosmetology Instructor
- Teach all phases of Cosmetology
- Good verbal and written communication skills
- Relate to students and the public
- Computer skills

PREFERRED QUALIFICATIONS
- Associate degree from an accredited institution
- Teaching experience
- Prior academic advising or student coaching experience

GENERAL DUTIES
The Cosmetology Instructor is responsible for teaching all phases of the Cosmetology program to include sterilization, sanitation, and bacteriology; shampooing, rinsing and styling; hair and scalp care; manicuring and nail care; hair shaping; permanent waving; facials, arching, lash and brow tinting; hair coloring, bleaching, toning and lightening; anatomy, physiology, and chemistry; shop ethics, interpersonal skills, and sales; Tennessee Cosmetology Law; finger waving and pin curls; blow drying and curling irons; permanent waving; hair relaxing; dispensing supplies and desk operations; and computer salon applications. Must be able to coordinate practical experiences and manage patron services. Candidates must participate in professional development activities as needed to learn new techniques and trends in the industry. Other duties include curriculum development, student recordkeeping, student recruitment, placement and follow- up of program graduates, and budgeting.

SALARY: Commensurate with education and experience

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

SPECIAL INSTRUCTIONS TO APPLICANTS: Unofficial transcripts are acceptable for the application process. Official transcripts are required upon hire. Applicants may be subject to a background check.

APPLICATION PROCEDURE: Interested individuals should submit a cover letter, résumé and TCAT Nashville application via email, fax, or mail to:

Email: rachel.white@tcatnashville.edu

Fax: 615-425-5582

Tennessee College of Applied Tech - Nashville
ATTN: Human Resources
100 White Bridge Road
Nashville, TN 37209

Please download this application, fill it out, and save it with your name:

https://tcatnashville.edu/sites/default/files/media/2025-05/TCAT%20Employment%20Application%20%28Revised%205-2025F%29%201.pdf