



Position Announcement

Title:	Career Pathways Specialist (Grant Funded Position)
Classification:	Non-Exempt – Full-time
Direct supervision received from:	Portland Campus Coordinator
Functional supervision received from:	Vice President of Academics & Enrollment Services
Office Location(s):	602 South Broadway Portland, TN 37148 Traveling within Robertson, Sumner, and Cheatham Counties
Hours:	Monday - Friday 7:00 a.m. – 3:30 p.m. (37.5 Hours Weekly)

The Tennessee College of Applied Technology Nashville is accepting applications for the position of Career Pathways Specialist (a grant funded position). The Tennessee College of Applied Technology Nashville is a post-secondary technical college accredited by the Council on Occupational Education.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Associates degree required; Bachelor's degree preferred.
- Minimum of two years' work experience in customer service, recruitment, marketing, or related experience; specific experience in higher education preferred.
- Strong customer service skills: must possess effective oral and written communication skills to accurately convey college information and to effectively present information to large groups and individuals.
- Must have the ability to establish and maintain effective interpersonal working relationships with high schools, colleges, prospective students, business and industry, faculty, staff and the general public.
- Must have ability to utilize Microsoft Office programs, audio/visual equipment and software; and working knowledge of maintaining student records and/or sensitive information.
- Must have the ability to multitask with good organization and planning skills.
- Passionate belief in the power of education along with the desire to help students achieve their academic, professional, and personal goals.



GENERAL REQUIREMENTS:

- Will be responsible for dual enrollment in Cheatham County Schools, Robertson County Schools, and Sumner County Schools.
- Provide career counseling to assist students with selection of proper course of training.
- Provide assistance with the admissions process for dual enrollment: college application, completion of dual enrollment grant, and other required documentation.
- Maintains a student tracking system and keeps accurate records of dually enrolled students including attendance, grades, and progress.
- Will work with County School Systems to identify additional pathways for articulation for dual enrollment with TCAT Nashville.
- Attend recruitment events such as College and Career Fairs.
- Will be responsible for promoting awareness of TN Promise to high school seniors.
- Perform other duties directly and uniquely related to career and technical education as assigned by supervisor and/or administration, on and off campus.
- Applicants may be subject to a background check.

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>

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 "A Tennessee Board of Regents Institution"