



Position Announcement

Title:	Correctional Programs Coordinator 1
Classification:	Exempt – Full-time
Direct supervision received from:	TCATN Vice President
Functional supervision received from:	TCATN President
Office Location(s):	Riverbend Maximum Security Institution, and Debra K. Johnson Rehabilitation Center
Hours:	Monday – Friday 7:30 a.m. – 4:00 p.m. (37.5 Hours Weekly)

FUNCTION OF THE JOB:

The coordinator will work harmoniously with TCAT faculty and staff, rehabilitation staff and students, and apprenticeship programs, to support the philosophy, purpose, and mission of the college.

DUTIES AND RESPONSIBILITIES:

- Required to work at the correctional facilities to support TCAT instructors and the programs.
- Manage all grant reporting and compliance requirements.
- Manage program budget to ensure all deliverables are being completed on time and within budget.
- Manage the purchase of identified supplies and equipment for programs at correctional facilities.
- Manage technology and equipment associated with correctional programs.
- Serve as a liaison and point of contact between correctional facilities and TCAT Nashville administration.
- Support instructors of correctional education programs, Building Construction Technology, Computer Information Technology and Cosmetology, in providing technical training to correctional students, as needed.
- Assist lead instructors of correctional education programs in maintaining student academic records related to the programs.
- Performs other duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Must possess organizational and communication skills.
- Evidence of good character, mature attitude, and stable personality.
- Must possess computer skills and/or relevant computer certifications.
- Prior teaching or evidence of ability to teach students is a plus.
- Must pass a background check

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree required; Master's Degree preferred.
- Three to five years' experience in a higher education setting or correctional education.
- Evidence of professional development experiences related to student personnel administration in higher education. Applicants possessing these qualifications have a good probability of success in this class. However, applicants not possessing these qualifications should apply if they believe their training and experience will enable them to perform the work successfully.

GENERAL REQUIREMENTS:

- Knowledge of TCAT, TBR, state and federal procedures.
- Knowledge of personal and network computers of student information data systems (Banner).
- Knowledge of counseling and student affairs activities.
- Ability to work with students who are experiencing psychological or behavioral difficulties.
- Ability to organize multiple programs and projects.
- Ability to prioritize job duties.
- Knowledge of telecommunications, as it relates to education and business.
- Ability to work with a wide variety of people and groups.
- Pass 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"