



Position Announcement

Title:	Career Pathways Specialist
Classification:	Non-Exempt – Full-time
Functional supervision received from:	Vice President of Academics & Enrollment Services
Office Location(s):	100 White Bridge Pike, Nashville TN 37209
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. 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 Davidson County Schools.
- Provide career counseling to assist students with selection of proper courses 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%205-2025%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"