



POSITION ANNOUNCEMENT
Part Time Community Outreach Clerk

The Tennessee College of Applied Technology (TCAT) Crump is accepting applications for the part-time position of Community Outreach Clerk.

Typical Duties and Responsibilities:

1. Travel in a six-county area assisting admissions with informing the public of the availability of TCAT Crump's programs.
2. Interact with the public, students, faculty and staff.
3. Distribute promotional materials, set-up and manage display booths at special events like fairs, sporting events, and festivals.
4. Answer general questions and provide basic information concerning the college and its programs.
5. Assist with college events as needed.
6. Assist with general office duties for campus events.
7. Perform additional duties as assigned.

Minimum Qualifications:

1. High school diploma or equivalent
2. Ability to plan and prioritize projects.
3. Ability to work independently and in groups
4. Ability to communicate effectively in written and spoken English with excellent public speaking and presentation skills
5. Ability to multi-task
6. Must be willing to work a flexible or varying schedule, including evenings and weekend hours.
7. Ability to work with diverse populations.

Working Conditions:

1. Normal standing, sitting, and walking
2. Inside and outside work assignments
3. Lifting of boxes weighing approximately 40 lbs.
4. Operating a motor vehicle to travel within the college service area and in other areas as needed.

Salary: \$10.00 / hour

Application Procedure and Deadline:

1. Must submit a resume, cover letter, and TCAT Crump Application (available at <https://tcatcrump.edu/about/jobs-and-employment>)
2. Applications will be accepted until position is filled.
3. Interested applicants can email or mail required documents to:

Tennessee College of Applied Technology Crump
Attn: Henrietta Kellum Lusk
PO Box 89
Crump, TN 38327
Henrietta.Lusk@tcatcrump.edu

The Tennessee College of Applied Technology Crump (TCAT Crump) does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by TCAT Crump. The following person has been designated to handle inquiries regarding non-discrimination policies: Henrietta Kellum Lusk, Assistant Director, 3070 Highway 64, PO Box 89, Crump, TN 38327, 731-632-3393 ext. 223, Henrietta.Lusk@tcatcrump.edu