



## POSITION ANNOUNCEMENT

### PART-TIME EVENING COORDINATOR

The Tennessee College of Applied Technology Crump is accepting applications for the position of Part-Time Evening Coordinator.

#### **MINIMUM QUALIFICATIONS**

- Minimum 1 year experience in education and customer service or related field.
- Prior secondary or post-secondary teaching and/or guidance is a plus for the position.
- Advanced computer knowledge, Microsoft Office applications with Publisher, and student information systems related to enrollment services a plus.
- Ability to lead, plan, and prioritize projects.
- Ability to work independently and in groups.
- Ability to communicate effectively in written and spoken English with excellent public speaking and presentation skills.
- Detailed and results-oriented.
- Must be willing to work a flexible schedule, including evening and weekend hours.
- Ability to work with diverse populations.

**GENERAL DUTIES:** The position is responsible for recruiting, evaluating, and enrolling prospective students in the evening program positions, which includes informing prospective students of financial aid programs. The Evening Coordinator must assist with orienting incoming students and assist with administrative processes relative to admissions, advising, registration, financial aid, and business office services. This position is responsible for providing individual or group advising and guidance regarding attendance, conduct, and academics when needed. Other duties include coordinating student success events for the evening programs, developing and coordinating a strong evening program, and coordinating and assisting with the delivery of services to evening students. The Evening Coordinator will also be responsible for providing exam proctoring, for serving as the contact for emergencies and sending inclement weather notifications, assisting with reports as needed, and conducting tours of the College.

**SALARY:** Commensurate with Tennessee College of Applied Technology salary guidelines.

#### **WORKING CONDITIONS:**

- Heavy use of computer
- Normal standing, sitting, and walking
- Lifting of boxes weighing approximately 40 lbs.
- Operating a motor vehicle to travel within the college service area and in other areas as needed.

**APPLICATION & RESUME SUBMISSION:** Qualified applicants should submit a cover letter, resume, copies of certifications and application (available at the College or online at [www.TCATCrump.edu](http://www.TCATCrump.edu)). Submit applications to: Tennessee College of Applied Technology Crump, PO Box 89, Crump, TN 38327, or email [henrietta.lusk@tcatcrump.edu](mailto:henrietta.lusk@tcatcrump.edu).

**APPLICATION REVIEW:** Review of complete application submittals will begin immediately.

Tennessee College of Applied Technology Crump is a TBR institution and is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a protected veteran, political affiliation, genetic information, or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Henrietta Lusk, Assistant Director, PO Box 89, Crump, TN 38327, [henrietta.lusk@tcatcrump.edu](mailto:henrietta.lusk@tcatcrump.edu). See the full non-discrimination statement at [tcatcrump.edu/about/non-discrimination-statement](http://tcatcrump.edu/about/non-discrimination-statement).