



POSITION ANNOUNCEMENT

PART-TIME CLERK

The Tennessee College of Applied Technology Crump is accepting applications for the part-time position of Part-Time Clerk.

GENERAL DUTIES

This position will work under close to moderate supervision in performing basic administrative and facility support activities related to purchasing, shipping and receiving, mail room, record keeping, custodial and maintenance.

SPECIFIC DUTIES

- Provide administrative support to academic, student support and facilities areas.
- Pick up incoming mail at post office and distribute, meter outgoing mail and take to post office daily.
- Assist administration with data entry, customer service and clerical support.
- Perform light custodial and maintenance activities as assigned.
- Conduct specialized errands as requested.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Strong computer skills
- Strong organizational skills
- Adequate business math skills
- Ability to work independently
- Ability to communicate effectively in written and spoken English
- Ability to work with diverse populations

WORKING CONDITIONS

- Heavy use of computer
- Normal standing, sitting, and walking
- Lifting of boxes weighing approximately 40 lbs.

APPLICATION & RESUME SUBMISSION: Qualified applicants should submit a cover letter, resume and application online at www.tcacrump.edu. For more information, call Brian Harris at 731-632-3393. Applications with cover letters and resumes will be accepted until the position is filled.

Tennessee College of Applied Technology Crump does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran on any other class protected by the Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Harris, Interim Vice President, PO Box 89, Crump, TN 38327, brian.harris@tcacrump.edu. See the full non-discrimination statement at tcacrump.edu/about/non-discrimination-statement.