



Regional Transportation Education Center Coordinator

The Tennessee College of Applied Technology Crump is accepting resumes and applications for the full-time position of Regional Transportation Education Center (R-TEC) Coordinator. The primary purpose of this position is to develop and implement the goals and objectives of the R-TEC Collaborative. The Regional Transportation Education Center (R-TEC) is a multi-regional, industry driven program designed to advance the economic well-being of the region by developing a quality workforce with the skills and education to contribute to prosperous businesses and a high quality of life. R-TEC will be located in Parsons, Tennessee and will provide a valuable post-secondary pathway in this rural region including the counties of Decatur, Henderson, Perry, Benton, Wayne, Chester, Hardin and others. The programs to be offered at the Regional Transportation Education Center are Diesel Powered Equipment Technology, Truck Driving, and Forklift Maintenance.

Typical Duties and Responsibilities:

1. Plan and execute special projects and events in alignment with the goals and objectives of the college.
2. Collaborate with education and employer partners to market and publicize the program.
3. Maintain assigned recruitment territory including a visitation schedule, presentations, college fairs, and events as needed.
4. Coordinate dual enrollment communications between the student services department, business office, faculty and public/private/home school staff and students in the service area.
5. Initiate and develop relationships with school administrators, counselors, teachers, and other members of the educational community.
6. Work closely with elementary schools, middle schools, high schools, and adults to assist students in choosing a transportation career that will lead to high-skill, high-wage, and high demand occupations.
7. Develop, expand and coordinate, work-based learning activities related to transportation programs of study.
8. Develop and maintain effective academic and industry partnerships.
9. Establish and maintain effective interpersonal working relationships with students, prospective students, faculty, other staff, governmental entities and the general public that furthers the college's workforce development mission.
10. Counsel/advise currently enrolled students in areas such as academic performance, attendance, and financial aid.
11. Coordinate, monitor, track, and provide status reports on work-based learning (WBL) programs.
12. Coordinate transportation industry partner and R-TEC Steering Committee meetings.
13. Coordinate visits to WBL locations to ensure proper working conditions, accessibility and required oversight.
14. Represent the college as appropriate on external boards, councils, and committees.
15. Engage K-12 and Post-Secondary Educators to plan and implement Educator Externship Program.
16. Possess knowledge of purchasing requirements to meet budget standards and the ability to operate within budget restrictions.
17. Leads in COE accreditation efforts for R-TEC Parsons.
18. Oversees the daily operations of the program.
19. Supervises and evaluates faculty and support staff of assigned programs.
20. Develops and leads all programs in R-TEC Parsons.
21. Travel is required.
22. Perform additional duties as assigned.

Minimum Qualifications:

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

Working Conditions:

1. Heavy use of computer
2. Normal standing, sitting, and walking
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: Commensurate with education, experience and according to TBR salary guidelines.

Application & Resume Submission: Qualified applicants should submit a cover letter, resume, and application online at www.tcatcrump.edu For more information call Brian Harris at 731-632-3393. Applications with cover letters and resumes will be accepted until 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@tcatcrump.edu See the full non-discrimination statement at tcatcrump.edu/about/non-discrimination-statement.