

**POSITION ANNOUNCEMENT**  
**FULL-TIME ADMISSIONS COUNSELOR**

The Tennessee College of Applied Technology Crump is accepting applications for the position of Admissions Counselor. This exempt, full-time position in the Student Services Department will assist students with academic, career, and retention counseling plus recruiting and admissions duties for the college.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university
- Minimum three years related work experience
- General knowledge of technical education in Tennessee is expected
- Strong abilities in interpersonal skills, organization, reporting, and record keeping is necessary
- Software skills must include Excel, Word, and PowerPoint and knowledge of the student information system, Banner, would be helpful
- Must be willing to work a flexible schedule, including evening and weekend hours.

**GENERAL DUTIES**

- Provide academic and career counseling to applicants to enhance their selection of careers and programs.
- Perform daily Admissions and Records Banner processes along with other Student Services staff
- Contact interested applicants for tours, information, and assistance with application processes
- Assist with retention counseling of enrolled students in areas of attendance and academic performance
- Aid the Student Services Coordinator, as needed, with retention appeals to the President
- Interact with outside entities to enrich admissions efforts for the college
- Ability to assist with federal and state financial aid programs answering some minor student questions
- Plan and execute special projects and events in alignment with the goals and objectives of the college.
- Maintain assigned recruitment territory including a visitation schedule, presentations, college fairs, and events as needed.
- Develop, coordinate and expand activities related to new student orientation and other on-boarding communications and services. Collaborate to develop, refine, deliver, and evaluate orientation for new students including the development of new recruitment programs for nontraditional students.
- Generate innovative approaches to increase awareness about Tennessee College of Applied Technology Crump to prospective student audiences and to increase enrollment and college completion.
- Coordinate with multi-campus students as needed on programs including transfers within the institution, orientation, career development, support of education programs, recruiting and marketing
- Assist with reports as needed
- Maintain professional connections in the state
- Other duties as assigned

**SKILLS**

- Exceptional customer service, organizational skills with the ability to organize and prioritize multiple complex projects
- Exceptional oral and written communication skills

- Must possess a high level of accuracy, self-motivation, strong attention to detail, and the ability to handle a heavy workload

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

**WORKING CONDITIONS:**

- 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, and application online at [www.tcatcrump.edu](http://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.

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

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](mailto:brian.harris@tcatcrump.edu) See the full non-discrimination statement at [tcatcrump.edu/about/non-discrimination-statement](http://tcatcrump.edu/about/non-discrimination-statement).