



POSITION ANNOUNCEMENT

**Admissions Coordinator  
(Coordinator 4)**

The Tennessee College of Applied Technology Crump is accepting applications for the position of Admissions Coordinator. This position provides vision, leadership, and management of the College's goals, objectives, and strategies for each area under their leadership.

**Typical Duties and Responsibilities:**

1. Lead and manage the day-to-day operations of the admissions and recruitment team to deliver high-quality customer service for students seeking enrollment.
2. Accountable for meeting established goals for the college's enrollment growth.
3. Lead a coordinated approach to significantly impact student and community engagement in student organizations (student government, clubs, SkillsUSA, etc.)
4. Plan and execute special projects and events in alignment with the goals and objectives of the college.
5. Develop, coordinate, and expand activities related to pre-admission orientation and other onboarding communications and services.
6. Coordinate dual enrollment communications between the student services department, business office, faculty and public/private/home school staff and students in the service area.
7. Initiate and develop relationships with school administrators, counselors, teachers, and other members of the educational community.
8. Work closely with elementary schools, middle schools, high schools, community organizations and adults to assist students in choosing a career that will lead to high-skill, high-wage, and high demand occupations.
9. Manage ongoing strategic communications with prospective students, parents and guests, high school and independent counselors, as well as college constituents, via email, letters, telephone, scheduled appointments, tours, and social media in order to relay accurate information regarding college programs, resources, and career options.
10. Plan, implement and evaluate student enrollment strategies, review methodologies, analyze data driven metrics to yield meaningful results.
11. Generate innovative approaches to increase awareness about Tennessee College of Applied Technology Crump to prospective student audiences and to increase enrollment and college completion.
12. Perform additional duties as assigned.

**Minimum Qualifications:**

1. Bachelor's Degree (Master's Degree preferred)
2. Minimum 3 years' experience in post-secondary education, marketing, or related field
3. Advanced computer knowledge, Microsoft Office applications with Publisher, and student information systems related to enrollment services a plus.
4. Ability to lead, plan and prioritize projects.
5. Ability to work independently and in groups
6. Ability to communicate effectively in written and spoken English with excellent public speaking and presentation skills
7. Detailed and results-oriented
8. Must be willing to work a flexible schedule, including evening and weekend hours.
9. 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, transcripts, applicable certifications and application online at [tcatcrump.edu](http://tcatcrump.edu). For more information call Christi Floyd at 731-632-3393. Complete applications will be accepted until position is filled.

**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: Brian Harris, 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).