



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## HARTSVILLE

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716 McMurry Boulevard East, Hartsville, TN 37074  
Phone (615) 374-2147 FAX (615) 374-2149 <http://www.tcathartsville.edu>

### POSITION ANNOUNCEMENT INTERMIM AUTOMOTIVE TECHNOLOGY INSTRUCTOR

The Tennessee College of Applied Technology Hartsville is accepting applications for the position of Interim Automotive Technology instructor at its main campus in Hartsville, Tennessee. This is an adjunct and short-term interim position.

#### MINIMUM QUALIFICATIONS:

- High school diploma or equivalent; post-secondary training in Automotive Technology preferred.
- Have a minimum of five (5) years successful related work experience.
- Current ASE Certified Master Automotive Technician credential preferred.
- Must possess the organizational and communication skills necessary to be an effective instructor.
- Must possess good oral and written communication skills; have the ability to deal pleasantly and tactfully with customers.
- Must have good organizational and planning skills.
- Be willing to learn and use individualized instructional techniques. Must have the ability to establish and maintain effective interpersonal working relationship with students, faculty, staff and the general public.
- Must have excellent professional ethics.

#### GENERAL DUTIES:

This position is responsible for individualized instruction in all phases of main campus' Automotive Technology program and maintenance of the campus' vehicle fleet. Other duties include coordinating curriculum updates; student record keeping; industry and student recruitment, placement and follow-up of program graduates; and program budgeting. Monitor, grade, and evaluate individual students' progress. Maintain appropriate records and submit timely reports. Assist in recruitment and placement of students. Maintain excellent public relations with business and industry. Perform related work and other duties as assigned.

**SALARY:** Commensurate with education and experience according to Tennessee Board of Regents guidelines.

In addition, the ideal candidate will be an enthusiastic, team player who is willing to go above and beyond the call of duty and whose career objectives include being a member of a dynamic and growing institution that has a vision to expand its services and increase its offerings to the citizens, businesses and industries in its service area. Skills will also include working with the active program Advisory Committee comprised of professionals in the automotive technology profession and the ability to deal tactfully with students, the public and with co-workers. This is a non-tenure adjunct faculty position.

Qualified applicants may submit a cover letter detailing how they meet the requirements for the position and accompanying résumé along with our application to:

Tennessee College of Applied Technology Hartsville • ATTN: Susan McDonald • 716 McMurry Blvd E  
Hartsville, TN 37074 • Fax 615-374-2149 • [Susan.McDonald@tcathartsville.edu](mailto:Susan.McDonald@tcathartsville.edu)

Review of résumés will begin immediately; expected appointment immediate. Applications are available online at:  
<http://tcathartsville.edu/employment-opportunities>.

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