



Position Announcement
Administrative Support Specialist

The Tennessee College of Applied Technology – Ripley is accepting applications for the position of Administrative Support Specialist.

MINIMUM QUALIFICATIONS: AS degree in Business/Accounting (Bachelor in Accountancy preferred) and three (3) years of office work experience. Must be proficient in Microsoft Excel and Word.

GENERAL DUTIES: The Administrative Support Specialist will work under the supervision of the Student Services /Financial Aid Specialist. He/She will be responsible for updating and maintaining the Student Information Management System (SIMS), post Accounts Receivable transactions into QuickBooks and balance to Banner, and maintain operations of the campus bookstore.

SPECIFIC DUTIES:

- Maintain the front office by answering phones, assist with walk-in prospective students desiring information about the campus, greeting visitors and other miscellaneous front office duties.
- Update and maintain the Student Information Management System (SIMS) on all students. This includes setting up and registering new students into the system, registering returning students, and completing drop or completion of students in the system.
- Prepare quarterly reports from the SIMS systems for TBR.
- Maintain student records.
- Type certificates/diplomas for each student upon graduation of a program or passing of proficiency.
- Prepare certification reports for COE throughout the year.
- Prepare and distribute IPEDS reports. Responsible for COE Annual Report and CAR Report. Prepare Accounts Receivables invoices for self-pay students, business or industry, financial aid repayments, special industry and various other customers.
- Record deposits of cash and checks received. And prepare bank and credit card deposits.
- Maintain all aspects of the campus bookstore, including but not limited to, selling books, ordering books and inventory of books. This will also include updating curriculum book lists and removing obsolete inventory from the shelves.
- Process student transcripts and other records requested by the student.
- Assist in COMPASS registration, which includes all paperwork and payment of fees.
- Prepare, print and mail 1098-T's to students for tax purposes.
- Print and assemble student handbooks given to all new students.
- Prepare quarterly WIOA reports and participate in yearly monitoring from this agency.
- Other duties as assigned.

Salary: Commensurate with experience, education, and training.

Application Deadline: Review of applications will commence immediately and will continue until position is filled.

Application Procedure: Please visit www.tcatripley.edu for a copy of the TCAT Ripley job application. Interested applicants should submit a cover letter, resume, transcripts, and application to: Sue McBroom, Tennessee College of Applied Technology-Ripley, 127 Industrial Drive, Ripley, TN 38063.