Position Announcement

Student Services Coordinator

The Tennessee College of Applied Technology Whiteville is currently accepting applications for a full-time Student Services Coordinator. Minimum of three (3) years full time employment in business or industry. Two (2) years of the work experience must be at the supervisory level or as an administrator of an approved vocational program. Must possess a working knowledge of the principles, techniques and methods of technical education administration. Established ability to supervise and coordinate the work of others.

General Duties:
- Supervision of Student Services personnel to maintain orderly, efficient, and quality daily department operation
- Serve as institution's Title VI & Title IX Coordinator, Affirmative Action and ADA Compliance Officer
- Ability to promote the institution and technical programs through the use of social media and other marketing tools
- Coordinate and support all student-related campus events as well as student organizations
- Ensure all reports required by accrediting body and other state and federal institutions are submitted in a timely manner
- Responsible for overseeing student attendance and disciplinary issues
- Other duties as assigned

Qualifications: Earned Bachelor's Degree required, Master's Degree preferred (**from an accredited institution**)**.** Must possess valid TN Drivers License. Occasional travel required. Must have an established work history (references and criminal background check will be required).

Skills: Experience in Microsoft Office. Must have good communication, marketing, recruiting, human relations, planning and organizational skills

Salary: Commensurate with qualifications and experience according to TBR guidelines.

Interested applicants must submit resume and a completed TCAT Whiteville application. Applications can be picked up or printed on our website at https://tcatwhiteville.edu/about/jobs-and-employment. Review of applications will begin immediately and will remain open until this position is filled.

Send completed application and resume to:
Tennessee College of Applied Technology Whiteville
P. O. Box 489
Whiteville, TN 38075
Or email: jobs@tcatwhiteville.edu