



Position Announcement Student Support Specialist

The Tennessee College of Applied Technology Newbern is accepting applications for a Full-Time Student Support Specialist.

Minimum Qualifications:

- Technical Degree required. AS Degree in Business/Accounting preferred.
- Three years of office work experience in career and technical education.
- Must be proficient in Microsoft Outlook, Excel, and Word.
- Evidence of excellent communication and computer skills.
- Possess organizational skills with attention to detail and accuracy.
- Exceptional customer service skills.

General Duties

- Assist with recruitment – including answering phone calls, assisting with walk-ins, disseminating information regarding the programs available, and providing tours of the College.
- Perform all Accounts Receivable duties.
- Assist with QuickBooks Invoicing.
- Create and maintain marketing materials.
- Coordinate an effective social media presence.
- Serve as back-up for HESI testing
- Participate in school, community, business, industry, and professional relationship endeavors.
- Inform prospective students of the availability of financial aid programs.
- Facilitate current students and prospective students with their financial aid applications (FAFSA).
- File applications electronically for students as needed.
- Attend high school financial aid nights and assist with FAFSA events.
- Assist team members when necessary to enable the success of the department.
- Assist in IPEDS Reporting.

Salary: Commensurate with qualifications, experience, education and in accordance with the guidelines established by the Tennessee Board of Regents.

Deadline: Applications can be downloaded from www.tcatnewbern.edu. Position will be open until filled. Please mail/email the following: cover letter, resume, transcripts and TCAT Newbern application to:

TCAT Newbern - Attention: Teresa Yates, Human Resource Office
340 Washington Street, Newbern, TN 38059 *731-627-2511* teresa.yates@tcatnewbern.edu