



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

HOHENWALD

POSITION ANNOUNCEMENT COORDINATOR/ COUNSELOR & RECRUITER

The Tennessee College of Applied Technology Hohenwald is accepting applications for the position of Coordinator/ Counselor & Recruiter. The Tennessee College of Applied Technology Hohenwald is a post-secondary technical college accredited by the Council on Occupational Education.

MINIMUM QUALIFICATIONS:

- A minimum of Associate's Degree from an accredited institution. Bachelor's Degree preferred.
- Minimum of two years' work experience in customer service, recruitment, marketing, or related experience; specific experience in higher education preferred.
- Strong customer service skills; must possess effective oral and written communication skills to accurately convey college information and to effectively present information to large groups and individuals.
- Must have the ability to establish and maintain effective interpersonal working relationships with high schools, colleges, prospective students, business and industry, faculty, staff and the general public.
- Must have ability to utilize Microsoft Office programs, audio/visual equipment and software; and working knowledge of maintaining student records and/or sensitive information.
- Must have the ability to multitask with good organization and planning skills.
- Passionate belief in the power of education along with the desire to help students achieve their academic, professional, and personal goals.

GENERAL DUTIES: Duties will include, but are not limited to the following:

- Assist with implementing GIVE 3.0 programs and details.
- Collaborate with GIVE 3.0 programs and partners to provide assistance and ensure success.
- Provide career counseling to assist with student needs.
- Assist with placement services by providing students with prospective employment opportunities available.
- Develop networks with community agencies.
- Perform other duties directly and uniquely related to career and technical education as assigned by supervisor and/or administration, on and off campus.

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

For consideration, qualified applicants that are interested should submit a detailed resume, college transcripts and TCAT Hohenwald application including qualifications and salary requirements. Employment applications are available at the TCAT Hohenwald campus and on our website at www.tcathohenwald.edu. Submit applications to:

**TCAT Hohenwald
Attention: Human Resources
813 West Main Street
Hohenwald, TN 38462.**

Applications will be accepted until December 4th, 2025. Review of completed submittals will begin immediately and continue until the position is filled.

**TCAT-H is an EOE/AA/ADA Employer
A Tennessee Board of Regents Institution
Accredited with the Council on Occupational Education**

NOTICE OF NON-DISCRIMINATION: The Tennessee College of Applied Technology-Hohenwald does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Randy Young, 813 West Main, Hohenwald, TN 38462, phone no. 931-796-5351 x128, Email: randy.young@tcathohenwald.edu.