



Position Announcement
Vice President of Academic Affairs & Student Services

The Tennessee College of Applied Technology Hohenwald is accepting applications for a Full-Time Vice President of Academic Affairs & Student Services.

Minimum Requirements

- Applicant must have a Master's (Doctorate Preferred) in Business, Education, Counseling, or related field.
- 5 Years of Work Experience in post-Secondary Career & Technical Education.
- 3 Years Supervisory experience in a Technical Education Setting.

Preferred Qualifications:

- 7 years of experience in organizational management with administration level experience in higher education.
- Experience with knowledge of Council on Occupational Educational Accreditation requirements, Federal Student Aid Programs, TN Promise, & TN Reconnect.
- Experience in Procurement of Equipment and contract bidding.

General Duties:

- Support the President with continuous review, revision, implementation, developing and monitoring of operational goals and objectives. professional development activities and statewide workshops annually.
- Provide leadership and vision in planning, budgeting, staffing, and policy development.
- Provide leadership for training and motivation of assigned staff to utilize individual capabilities and meet college growth and demands.
- Responsible for all Student Services departmental activities: admissions, student registrations/terminations, records administration, etc. Responsible for scheduling all student orientations. Knowledge of Computer skills, Banner, & Slate Systems.
- Oversee dual enrollment program and process. Provide support to students at instructional service centers. Responsible student grievances, Serve as Disability Services Director, & Student Affairs liaison.
- Supervise Evening Coordinator staff, Student Services Staff, Recruiter and Compliance staff and oversee compliance work: COE, Accessibility, grant writing and reporting. Assist in preparing annual report to Institutional Advisory Board.
- Assist the President in compilation, maintenance and submission of reports for federal, state and accrediting institutions. Knowledge of Strategic Enrolment Management.
- Assist the President with risk assessment, strategic planning and the master plan.
- Assist the VP of Instruction and Operations with curriculum review and development.
- Assist with development & implementation of professional development for staff and faculty.
- Assist with development and monitoring of department budgets. Other Duties as assigned.

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

Application Deadline: Review of applications will begin immediately and applications will be accepted until position is filled. For consideration, qualified applicants that are interested should submit a detailed resume, Masters Diploma, college transcripts and application including qualifications and salary requirements. Employment applications are available at the TCAT Hohenwald campus and on our website at www.tcathohenwald.edu.

Tennessee College of Applied Technology Hohenwald
Attention: Chelsey Seiber- Human Resources
813 West Main Street
Hohenwald, TN 38462
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, Email: randy.young@tcathohenwald.edu.