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tcathohenwald.edu

POSITION ANNOUNCEMENT COMPLETION COUNSELOR SPECIALIST

The Tennessee College of Applied Technology Hohenwald is accepting applications for the position of Completion Counselor Specialist. 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 (funded by the institution), 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 accessing student records for specific CTE programs 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:

- Provide counseling and assist students with removing barriers that could prevent students from completing their program of study.
- Assist students with identifying and applying for sources of funding such as local scholarships.
- Assist students who are struggling academically by developing and implementing student performance improvement plans.
- Maintains a student tracking system and assists with keeping accurate records of all CTE students in specific CTE programs who express an interest in TCAT programs; completing various reports.
- Develop networks with community agencies in an effort to communicate employer needs and student placement opportunities.
- 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. Applications are accepted until the position is filled. Employment applications are available at the TCAT Hohenwald campus and on our website at www.tcathohenwald.edu. Submit applications to TCAT 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.