



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

HOHENWALD

POSITION ANNOUNCEMENT Early Post-Secondary Recruiter/Coordinator

The Tennessee College of Applied Technology Hohenwald is accepting applications for the position of Recruiter/Coordinator. 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; specific experience in higher education and/or high school/career-technical 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, particularly for Forestry & Agriculture Technology.
- 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 prospective student's enrollment needs and have knowledge of entire process, including admissions requirements, articulating and evaluating education credits in early post-secondary enrollment and recruiting (EPSO).
- Responsible for ensuring that each prospective student has the necessary enrollment paperwork to enroll; maintains waiting list of prospective students for each program; ability to utilize the Banner system for enrollment processes.
- Assists with the development and maintaining of marketing materials, newspaper/web articles, advertisements, and social media, with particular relevance toward Forestry & Agriculture Technology.
- Attends all recruitment functions of high schools, colleges, community fairs, etc; travel required and including some evening events.
- Host recruiting fairs throughout the year to attract new students to TCAT Hohenwald; organize tours and visits.
- Works with area high schools (CTE Directors, guidance counselors, and teachers) for various dual credit and college ready programs; Responsible for Dual Enrollment grant process for prospective students at area high schools and early post-secondary credential alignment.
- Maintains a student tracking system and keeps accurate records of all students who express an interest in TCAT programs; completing various reports.
- Develops networks with community agencies to bring TCAT programs to the attention of their clients; particularly in Perry and Wayne counties.
- Career counseling; assists students with employment needs such as employment tips, workshops etc.
- Perform other duties 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.

Qualified applicants that are interested should submit a detailed resume, transcripts, and application including qualifications and salary requirements. Review of applicants will begin immediately and continue until 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: 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 x128, Email: randy.young@tcathohenwald.edu.