



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

HOHENWALD

POSITION ANNOUNCEMENT

Financial Support/Student Services Associate

The Tennessee College of Applied Technology Hohenwald is accepting applications for the position of Financial Support/Student Services Associate.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED; technical education diploma, Associate's Degree and/or educational credentials preferred.
- Applicant must have at least two years successful office work experience with customer service and accounts payable.
- This position will be in the front office and requires excellent customer service skills.
- Knowledge of Accounting/bookkeeping, math, typing and computer skills required.
- Applicant must be knowledgeable of QuickBooks and Microsoft Office 2007 or later which includes Access, Excel, Word, Publisher and PowerPoint.
- Knowledge of Jaggaer for purchasing and/or Banner System utilized by TBR a plus.
- Applicant must possess good oral and written communication skills. Must have good organizational and planning skills with the willingness to develop new skills and remain current in the field.
- Must have the ability to establish and maintain effective interpersonal working relationship with students, faculty, staff, and general public. Must have excellent professional ethics and be a positive contributor to a teamwork environment.
- Applicant must be able to effectively coordinate work with several other on/off campus and state entities.

GENERAL DUTIES:

- Ability to meet and greet the public, answer phones and route calls, compose routine letters and other correspondence for various reports and projects, provide proper information and other clerical and office duties as assigned.
- Responsible for accounts payable, assigning purchase orders and conducting purchasing functions, along with all data entry required to process payments.
- Applicant will assist Student Services with recruitment, student application process and enrollment, dual enrollment of high school students, conduct college tours and perform other work duties as assigned.

APPLICATIONS PROCEDURE: Submit cover letter, resume, certificate/diploma and TCAT-H application to: Tennessee College Hohenwald, Attn: Human Resources, 813 West Main Street, Hohenwald, TN 38462. Employment application is available online at www.tcathohenwald.edu. Review of applications will begin immediately and applications will be accepted until position is filled. Salary is commensurate with qualifications.

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: 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 the nondiscrimination policies: Randy Young, Vice President, TCAT-Hohenwald, 813 West Main, Hohenwald, TN 38462, phone 931-796-5351 X128, email randy.young@tcathohenwald.edu or via this webpage: www.tcathohenwald.edu.