



**POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT**

The Tennessee College of Applied Technology Hohenwald is now accepting applications for the full-time position of Administrative Assistant. Salary is commensurate with education and experience in accordance with the guidelines established by the Tennessee Board of Regents.

MINIMUM QUALIFICATIONS: High School Diploma or GED; degree and/or educational credentials preferred. Accounting/bookkeeping, math, typing and computer skills required. At least two or more years of successful office experience required. Applicant must be knowledgeable of QuickBooks and Microsoft Office which includes: Access, Excel, Word, and Publisher. Must possess good oral and written communication skills. Must have good organizational and planning skills and willingness to develop new skills and commit to remain current in the field. Must have excellent professional ethics and be a positive contributor to a teamwork environment.

SPECIFIC DUTIES:

- Act as personal assistant to the President.
- Composes routine and non-routine correspondence independently.
- Prepares and maintains budget expenditures and makes reports as required.
- Reconciles leave balances, reviews leave reports and timesheets for all campus faculty and staff. Prepare payroll documentation for processing at the Shared Services center at TBR.
- Research policies, procedures and guidelines for President and staff.
- Develops and maintains personnel, financial, statistical, and other important records.
- Makes arrangements and preparations for travel, conferences, appointments, special events or other activities for campus personnel.
- Reconciles procurement card and travel card in a timely manner.
- Assist and prepares travel claim forms for reimbursement.
- Takes dictation and transcribes from notes.
- Summarizes programs, reports, or other information for President and faculty/staff.
- Demonstrate a commitment to student success.
- Works directly with accountant to review and approve deposits and enter into Banner system. Assist with bank deposit and reconciliation as needed.
- Orientation of new employees and assist with new employment documentation and benefit packages.
- Keep the college administration informed regarding the status of the budget.
- Prepare and submit institution's operating budget bi-annually to the Tennessee Board of Regents.
- Submit reports as requested to TBR.
- Oversee use of company procurement credit card, and reconcile statement at end of cycle.
- Responsible for Accounts Receivable for the institution, including collection of returned checks and/or bad debts.
- Reconcile student accounts receivable, including 3rd party contracts, scholarships, account balances, and process refunds as needed.

REQUIRED KNOWLEDGE AND ABILITIES: Candidate must have the ability to use business English effectively and to calculate business mathematics accurately. Knowledge of modern office practices, procedures and equipment, record keeping, and administrative procedures. Candidate must have the ability to establish and maintain effective working relationships and be able to express ideas clearly and concisely. Candidate must have office management ability and be able to handle confidential personnel records in a responsible way.

APPLICATIONS PROCEDURE: Employment applications are available at the main campus and on our website at www.tcathohenwald.edu. Interested individuals should submit a cover letter, resume, certificate/diploma, and TCAT-Hohenwald application to: Tennessee College of Applied Technology-Hohenwald, Attn: Human Resources, 813 West Main Street, Hohenwald, TN 38462, Heather.davidson@tcathohenwald.edu

Applications will be accepted until filled. 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: 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, email randy.young@tcathohenwald.edu or via this webpage: www.tcathohenwald.edu.

NOTICE OF BACKGROUND CHECK: Tennessee College of Applied Technology – Hohenwald will require a nationwide background check, education verification, and licensure verification.