



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

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## HOHENWALD

### POSITION ANNOUNCEMENT STUDENT RECORDS/BOOKSTORE CLERK

The Tennessee College of Applied Technology Hohenwald is accepting applications for Student Records/Bookstore Clerk. This is a full-time position with full benefits, including health insurance, retirement, 401K, holidays, annual and sick leave, tuition assistance and state employee discounts. Salary is commensurate with education and experience in accordance with the guidelines established by the Tennessee Board of Regents.

#### MINIMUM QUALIFICATIONS:

- HS Diploma or equivalent; Technical Degree Required; BA preferred.
- Minimum of five years' experience.
- Must have excellent verbal and written communication skills. Ability to relate to a diverse faculty, staff, and student population.
- Accounting/bookkeeping, math, typing and computer skills required.
- Must be computer literate with a working knowledge of Microsoft Office software.
- Should possess good organizational, mathematical, language and writing skills.
- Must be willing to participate in professional development activities as needed.

#### GENERAL DUTIES:

- Processes student applications in Banner system.
- Keeps student records and does required reports.
- Maintains bookstore, sales, purchases and inventory.
- Reviews student records and verifies that all requirements are met.
- Answers questions concerning admission requirements and transcript evaluations.
- Prepares and mails official transcripts as requested.
- Answers telephone and gives information to callers or routes calls to the appropriate officials.
- Assist with student enrollment and recruitment.
- Performs other work as assigned.

**KNOWLEDGE AND ABILITIES:** Applicant must be knowledgeable of QuickBooks, Windows 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. Willingness to develop new skills and commit to remain current in the field. Must have the ability to establish and maintain effective interpersonal working relationships with students, faculty, staff, and general public. Must have excellent professional ethics and be a positive contributor to a teamwork environment. Must be able to lift up to 25-50 lbs.

**Application procedures:** Interested individuals should submit a TCAT Hohenwald application, cover letter, resume and copies of all post-secondary transcripts to the attention of Human Resources at TCAT-Hohenwald, 813 West Main, Hohenwald, TN 38462. Review of applications will begin immediately and will be accepted until position is filled. Application for Employment is available online at [www.tcathohenwald.edu](http://www.tcathohenwald.edu).

**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](mailto:randy.young@tcathohenwald.edu).

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