

POSITION ANNOUNCEMENT

Technical Support Clerk

The Tennessee College of Applied Technology Elizabethton is accepting applications for the position of Technical Support Clerk.

Qualifications:

- High School Diploma or GED required
- Minimum three (3) years' experience in an education or business environment
- Evidence of excellent computer skills including spreadsheets, word, and data entry
- Excellent communication and interpersonal skills
- Must work well with public and possess proper phone etiquette
- Knowledge of student support services, such as student information management systems, student support and financial aid a plus.

General Duties:

- Individual will be trained to work across multiple office disciplines to include: Reception and student records management.
- Candidates must demonstrate a successful work history and ability to relate to co-workers and students.
- Perform daily office duties and any other duties assigned by supervisor

Salary: Commensurate with experience and according to salary guidelines of the Tennessee Board of Regents.

TCAT employment application is available at:

<https://tcatelizabethton.edu/sites/default/files/media/2018-10/TCAT%20Employment%20Application%20%28Revised%2010-28-14%29.pdf>

Submit resume, references, and an application located on website www.tcatelizabethton.edu to:

Connie Wyche, Office Manager
Tennessee College of Applied Technology
P.O. Box 789
Elizabethton, TN 37644
Connie.Wyche@tcatelizabethton.edu

Review of Applications to begin immediately and will continue until position is filled.

AA/EEO/ADA Employer
A Tennessee Board of Regents Institution