Site Coordinator: Kingsport Campus

Minimum Qualifications:

- Associate Degree preferred.
- Prior secondary or post-secondary experience.
- Excellent communication and interpersonal skills.
- Advanced computer knowledge. Microsoft Office applications and student information systems services a plus.
- Ability to lead, plan and prioritize projects.
- Ability to work independently and in groups.
- Detailed and results-oriented.

This position has responsibilities related to the organization and development of TCAT Elizabethton. This position will assist the President and Vice President in coordination and managing the complex at the Kingsport location by providing academic services that include but are not limited to providing basic admissions information, financial aid information and student services.

General Duties:

- Assure that the Kingsport location is open and operational as appropriate.
- Coordinate maintenance and security of facility.
- Assist with administrative processes relative to admissions, advising, registration, financial aid, technical foundation and business office services.
- Oversee the foundations of technology lab.
- Provide individual or group advising and guidance regarding attendance, conduct and academics when needed.
- Serve as the point of contact for emergencies.
- Assist with reports as needed.
- Supervision of personnel to maintain orderly, efficient quality daily department operation.
- Other duties as assigned

Abilities:

- Exceptional customer service
- Exceptional oral and written communication skills. Must be able to communicate sensitive and/or complex information in a confidential and straightforward manner
- Must be a creative problem solver
- Must possess a high level of accuracy, self-motivation, strong attention to detail, and the ability to handle a heavy workload.
- Familiarity with academic environment, policies, and procedures.
- Excellent organizational skills with the ability to organize and prioritize multiple complex projects

Salary: Commensurate with qualifications, experience, education, and in accordance with the guidelines established by the Tennessee Board of Regents.

For consideration, qualified applicants that are interested should submit a detailed resume and TCAT employment application including qualifications and salary requirements.

Applications are available on our website at http://www.tcatelizabethton.edu
Applications should be submitted to: Tennessee College of Applied Technology - Elizabethton
Attention: Casey Robbins
426 Highway 91 N Elizabethton, TN 37643
Casey.Robbins@tcatelizabethton.edu