



**TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY**
— ELIZABETHTON —

Business and Industry Coordinator

Requirements:

- Associates Degree
- Must have excellent writing and administrative skills.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Capability of accurately completing grant purchasing and reporting requirements.
- Capacity to build and maintain positive relationships with Business and Industry partners.
- Ability to manage strict time schedules and deadlines.

General Duties

- Serve as liaison between business, industry, and school personnel in determining and coordinating the following: curriculum needs, overall objectives, the scope of training, staffing, scheduling, organizing instruction, length of the program, safety precautions during training, and estimated cost of the training program.
- Develop and maintain professional relationships with instructional staff, specifically in TCAT industrial training programs, to assist with the successful placement of students.
- Work directly with local and state entities (including chambers of commerce, economic development agencies, workforce development agencies, local school districts, and elected officials) to determine and meet specific workforce development needs.
- Actively seek input from advisory committees, focus groups, business and industry, and civic leaders to ensure that services are based on community needs.
- Facilitate industry outreach and relationship management.
- Assume other duties, assignments, and responsibilities as necessary to accomplish the strategic goals of the TCAT.
- Responsible for monthly progress reports, quarterly fiscal reports, and student outcome data reports for THEC.
- Responsible for all purchasing and complying with TBR purchasing policies including capital purchases requiring bidding.
- Responsible for receiving and distributing all equipment and material purchased for the partner counties.
- Act as a liaison between the TCAT, school systems, and industry partners providing information, tours, and speaking engagements.
- Speak at local and state events, school board meetings, and workforce and economic development meetings as asked.
- Work with industry partners to ensure appropriate outcomes.
- Coordinate industry certifications.
- Teach certification classes as needed at the institution, industry partners, or partner school districts.
- Supervising business and industry instructors
- Assist with grants for equipment as needed.
- All other duties as assigned.

For applications to be considered, they must be submitted through the PageUp system which is located at <https://careers.tbr.edu/>