POSITION ANNOUNCEMENT – ASSISTANT DIRECTOR

The Tennessee Colleges of Applied Technology Newbern invite applications for the position of Assistant Director. The Assistant Director shall be responsible for executing a range of duties in support of the President. Duties will include participation in the analysis of operational data, report generation, participation in institution planning and budgeting activities, supervision of assigned personnel, counseling activities, faculty and curriculum development, facilities maintenance, specialized course management, and marketing the institution. In addition, the Assistant Director shall function as the Equal Opportunity Compliance Officer and the facility’s Health and Safety/Security Officer. Applicant must be a dynamic individual with excellent communication and computer skills. The Assistant Director reports directly to the President.

Minimum Qualifications:

- Bachelor’s degree from an accredited institution required; Master’s degree preferred.
- Minimum of 5 years’ work experience in post-secondary career and technical education or related business experience with supervisory responsibility required.
- Demonstrated abilities in leadership, human relations, communication skills (written and verbal) and organizational skills.
- Evidence of strong work ethic as it relates to decision making, timeliness of reporting, oversight of multiple ongoing projects, and the ability to work with industry/employers.
- Evidence of successful administrative experience with budgets, accreditation, grant preparation, reporting, and oversight in an educational environment.

General Duties:

- Active in the workforce development activities of the College, as well as institutional program and accreditation; grant writing; TBR program proposals; student safety and discipline; maintenance and security programs; capital maintenance; act as Title IX and Affirmation Action Officer, curriculum development; IPEDS; maintain inventory of equipment and supplies.
- Serves in a supervisory capacity for TCAT Newbern; under the direction of the President.
- Assist President with student conduct, attendance, and academic matters when needed.
- Works effectively with Student Services on student development, recruitment, planning and public relations.
- Assist the President in planning, organizing, coordinating, and directing the instructional programs, curriculum development and serves as a program advisory board liaison.
- Oversees maintenance, inventory, and security of College(s) facilities and equipment.
- Assist President with evaluation of personnel.
- Establish relationships with industries and supervises special industry and special interest programs.
- Assists in supervision of instructional programs at extension campuses, planning and implementation of additional satellite campuses, including on-site training in area businesses.
- Assists with the oversite of the evening college programs.
- Performs all other duties assigned by the President.

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