POSITION ANNOUNCEMENT
Adult Education IELCE Paraprofessional – Knox County
(Part Time, Grant Funded)

Job Title: IELCE Paraprofessional/Adult Education
Job Code: EH
Location: Knox County
Reports To: Adult Education District Coordinator
FLSA Status: Non-Exempt
EEO-1 Category: Clerical/Support Staff, Part Time
Date: 7/15/2020
Position Number: 60061K
Openings: 3

The Tennessee College of Applied Technology Knoxville is accepting applications for the position of Part-Time Integrated English Literacy and Civics Education Program (IELCE) Paraprofessional in the Adult Education Program.

Required Qualifications:
- High School Diploma or HSE (High School Equivalency) required
- Microsoft office – Microsoft Office Suite(i.e. Word, Outlook, Excel, etc) as well as ability to learn to use other computer software
- Knowledge of and skill using data entry software
- Strong oral and written communication skills
- Evidence of interpersonal /customer skills
- Accept new tasks and responsibilities in a positive/professional manner
- Organizational and analytical skills and ability to meet deadlines
- Skill in operation of general office equipment (fax, copier, scanner, multi-line phone system)
- Assist with scheduling, proctoring, and scoring state-required tests (i.e. CASAS, HiSET, OPT)

Preferred Qualifications:
- Experience working in an adult education environment
- Operate electronic mail systems and coordinate the flow of information internally and externally
- Maintain class, staff, and event schedules
- Set up and maintain paper and electronic filing systems

Typical Duties and Responsibilities:
- Demonstrate the ability to multi-task
- Assist with graduation
- Assist with student registration, assessment, orientation/counseling
- Perform general office duties: filing, faxing, disbursement of administrative and instructional materials
- Organize and maintain confidential program and student files as well as report documentation
- Maintain technical knowledge by engaging in opportunities to improve or increase skills
- Contribute to team effort
- Complete data in a timely manner adhering to all reporting deadlines
- Perform other duties as assigned

Deadline: July 29, 2020
Application may be found at https://tbr.csod.com/ux/ats/careersite/27/home/requisition/4477?c=tbr