



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

Job Title: Paraprofessional/Adult Education
Job Code: EC
Location: Blount County
Reports To: Adult Education District Coordinator
FLSA Status: Non-Exempt
EEO-1 Category: Clerical/Support Staff, Part Time
Date: 7/09/2020
Position Number: 65010K
Openings: 1

The Tennessee College of Applied Technology Knoxville is accepting applications for a Part-Time Paraprofessional in the Adult Education Program. This is a grant funded position.

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

Application may be found at <https://tbr.csod.com/ux/ats/careersite/27/home/requisition/4461?c=tbr>

Deadline: July 23, 2020