



## **TENNESSEE COLLEGE OF APPLIED TECH PULASKI**

### **Position Announcement Manufacturing Awareness/Readiness Program Part-Time Facilitator**

The Tennessee College of Applied Technology – Pulaski is accepting applications for a Part-Time Manufacturing Awareness/Readiness Program Facilitator in our Lawrence County Jail programs.

#### **QUALIFICATIONS:**

- Computer Literate: Email, PowerPoint, and the ability to use online software such as MSSC and OSHA educational websites will be utilized.
- Verifiable manufacturing experience.
- Welding experience (including welding simulators) is preferred.
- Former or current employment in a correctional environment is beneficial.

#### **SKILLS:**

- Must possess good oral and written communication skills.
- Must have good organizational and planning skills.
- Must have excellent professional ethics.
- Must have the ability to establish and maintain effective interpersonal working relationships with students, faculty, staff, the general public, and business/industry representatives.

#### **GENERAL DUTIES:**

- Facilitate online instruction for TCAT-Pulaski students at Lawrence County jail.
- Assist students in the use of computer equipment and online learning websites.
- Monitor individual student progress and assist students with their studies as needed.
- Record attendance, grades, and other student information.
- Maintain a well-organized, safe, and clean classroom.
- Be responsible for the equipment and supplies assigned to the program.
- Communicate with TCAT-Pulaski staff and instructors as needed.
- Share the Work Ethics PowerPoint presentation and exercises.
- Perform other duties as directed and assigned by the administration.

#### **SALARY:**

In accordance with guidelines established by the Tennessee Board of Regents and the Tennessee Colleges of Applied Technology.

#### **POSITION TIMELINE:**

Applications will be available until the position is filled.

#### **APPLICATION SUBMISSION & REVIEW:**

To be considered for a position at TCAT-Pulaski, you must create an online application at

[Jail Manufacturing Facilitator - Pulaski, Tennessee, United States](#)



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Your skills, abilities, qualifications, and years of experience will be evaluated using what is recorded on your application. Please be sure to include the complete Begin and End Dates under your Employment History. Scan and attach required documents to the online application in Word or PDF format.

**EMPLOYMENT DOCUMENTS:** Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. A criminal/financial background check will be required for applicant selected.

TCAT Pulaski does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by the Tennessee Board of Regents policies with respect to employment, programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Christa Williams, Vice President Student Services/Title VI Coordinator, [christa.williams@tcatpulaski.edu](mailto:christa.williams@tcatpulaski.edu), 1233 E. College St, Pulaski, TN 38478, 931-424-2404. The TCAT Pulaski policy on nondiscrimination can be found at <https://www.tcatpulaski.edu/about/non-discrimination-statement>.

**EOE/Title IX/Title VI/ADA Employer  
A Tennessee Board of Regents institution**