



## JOB DESCRIPTION

**TITLE:** Assistant to the President

**REPORTING SENIOR:** President

**JOB OBJECTIVES:** To provide and coordination of key administrative units of the College and to represent the College in community and professional settings.

**ESSENTIAL JOB FUNCTIONS:**

- A. Oversees key administrative units, including workforce development, off-campus centers, and public relations.
- B. Provides data on and analysis of market and policy trends.
- C. Provides liaison services for groups, agencies, and networks dependent on college functions.
- D. Assists in budget and personnel decisions and policy development
- E. Performs related work as assigned.

**MINIMUM JOB STANDARDS:**

Supervisory and budget experience required.

**JOB LOCATION:** The primary job location is the College's main campus. Occasional travel throughout the service area is required.

**EQUIPMENT:** Use of telephone, computer equipment, and other standard office equipment as required to accomplish essential job functions.

**CRITICAL SKILLS/EXPERTISE:**

- Administrative experience with grant projects preferred
- Ability to work with diverse work groups
- Ability to organize and manage task forces and special projects
- Ability to represent the College in community and professional settings

**NON-ESSENTIAL FUNCTIONS:** None

**SALARY:** \$45,000 – \$55,000

**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

**APPLY TO:** Human Resources  
Nashville State Technical Community College  
120 White Bridge Road  
Nashville, TN 37209

***Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer***