

JOB POSTING

TENNESSEE SCHOOLS FOR THE DEAF NASHVILLE

Administrative Service Assistant 2 - Position begins August 2018

- Job Location** TSDN is located in Nashville, TN on the campus of Tennessee School for the Blind.
- Description** The Administrative Service Assistant (ASA) is responsible for conducting daily activities from the TSDN front office. The ASA is the first point of contact for staff, families, and other visitors. The ASA will provide direct support to administrative functions of the Lead Teacher.
- Qualifications**
- Bachelor's degree desired with experience in full-time educational office environment
 - Tennessee Driver's License
- Terms of Employment**
Full-Time executive 12 Month Employee
- Essential Duties and Responsibilities**
- Maintain school calendar and scheduled events calendar
 - File appropriate paperwork and maintain necessary records
 - Schedule meetings and events
 - Receive and distribute mail
 - Answer incoming calls and video phone calls, take messages, and relay information
 - Complete time-sheets and maintain leave balance records for staff
 - Requests for purchases for procurement of necessary supplies
 - Other duties required as assigned
- Preferred KSA's**
- Preferred applicant will be able to communicate fluently through sign language
 - Ability to utilize computers and Microsoft Office (Word, Excel, PowerPoint)
 - Ability to multi-task and change tasks rapidly
 - Organizational skills and ability to maintain a clean workspace
 - Skilled in face to face and long distance communication
- Salary and Benefits** State of Tennessee Salary Grade 022, \$2,169 - \$3,148.
Benefits include medical, dental, vision and life insurance, retirement pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more.
- How To Apply** Application may be sent to the Human Resource office at Employment@tsd.k12.tn.us
2725 Island Home Blvd. Knoxville, TN 37920

The applicant selected for this position must complete full background checks including fingerprinting. Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee School for the Deaf does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.