

**POSITION ANNOUNCEMENT**  
**SS Administrative Services Assistant 3**

**SUMMARY:** Under direct supervision of the Director of Student Life, is responsible for professional staff administrative and analytic work of considerable difficulty and supervisory work of routine difficulty in support of line operations; and performs related work as required.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

1. Acts as the transportation coordinator which includes:
  - Coordinating all weekly home going
  - Working with drop point/pick up facility managers
  - Working closely with the business department in developing plane and bus contracts at appropriate times.
2. On-campus housing/Guest Cottage coordinator
  - Responsible for placement of tenants into appropriate apartments on campus
  - Responsible for keeping up with housing contracts
  - Responsible for making reservations for the Guest Cottage and informing the appropriate people.
3. Student living department vehicles supervisor
  - Responsible for ensuring all vans are serviced at appropriate times.
  - Responsible for assignments of vans to cottages and instructional department
4. Student living department purchase order coordinator
  - Works closely with the business department to ensure purchase, delivery, and payment of all student living orders including, but not limited to, plane and bus contracts, milk orders, furniture, and so forth.
5. Other duties as assigned by the Director of Student Life
6. As part of your duties, you may be required to mentor a TSD student in the TSD Work Based Learning Program.

**MINIMUM QUALIFICATIONS:** Graduation from an accredited college or university with a Bachelor's degree and experience equivalent to three years of increasingly responsible full-time supervisory experience. Additional years of supervisory experience may be substituted for the required education on a year-for-year basis, to a maximum of four years. Applicant must become proficient in sign language at the level established for this position within the Tennessee School for the Deaf Communication Program as demonstrated by an appropriate assessment instrument. Training will be provided.

**Salary Range:** \$2,511 - \$4,019 per month for 12 months plus benefits  
The State makes available to the employee medical, dental and vision insurance, life insurance, retirement, matching 401 (K), annual and sick leave PTO, The applicant selected for this position will be fingerprinted and required to have a TBI/FBI background check. In addition, background checks will be conducted through the Tennessee Registry of Sexual Offenders, Tennessee Registry of Abusers, and the Tennessee Child Protective Services Background Check.

All applicants should be sent to: Scott Skelton - Tennessee School for the Deaf,  
2725 Island Home Blvd. Knoxville, TN 37920