



## **Job Posting**

**Position Title:** Admin Services Assistant 2\*-NE (129550)

**Reports To:** Executive Director of Operations

### **Location:**

TN School for the Blind  
115 Stewarts Ferry Pike  
Donelson, TN 37214

### **Position Description:**

The operations department at the Tennessee School for the Blind is responsible for local fiscal duties, facilities, local HR duties, technology, food service, and security. This position is mainly responsible for routine office work in support of the operations department and direct support to the executive director of operations at the Tennessee School for the Blind. This positions may have additionally responsibilities added to fill the needs of the agency or department.

### **Specific Position Responsibilities:**

- Office support work including: procurement order entry, petty cash, data base management, timekeeping, Outlook calendars, and document control
- Provide administrative support to the superintendent
- Capital project maintenance including: record control, participation in planning, safety walk through, and monitoring of project progress
- Local HR duties related to the operations department
- Access request and monitoring to campus
- Facilities use management and communication with stakeholders
- Digitally receipting goods into the payables system
- Other duties as assigned

### **Qualifications:**



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- High School Diploma or GED [REQUIRED]
- College degree in related field [preferred]

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Must be able to work in Windows XP, 7, & 8
- Must be able to work in QuickBooks
- Must know how to work Windows Excel, Word, Access, and PowerPoint
- Must be comfortable with a computer
- Good communication skills
- Self-motivated/Challenge seeker

### **Successful candidate will exhibit the following:**

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

### **CONDITIONS OF EMPLOYMENT:**

- Selected applicants must verify experience / highest degree held.
- Direct deposit of paycheck on a 12-month schedule is required.
- TSB is a non-smoking facility in its entirety.
- Selected applicant must comply with the State of Tennessee Employee Drug-Free Workplace Policy, and other policies.
- As required by the Immigration Reform and Control Act (IRCA), selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.
- Selected applicant(s) will be required to submit to and pass a TBI/FBI background check, to include Tennessee and Federal criminal history



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checks, child abuse records, employment verification, and professional/personal reference checks.

**Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

**To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [Deborah.Gunter@tsbtigers.org](mailto:Deborah.Gunter@tsbtigers.org).

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