

Tennessee School for the Blind
is accepting applications for current and/or anticipated
Operations Administrative Assistant Vacancy
Admin Services Assistant 2*-NE (129550)

Applications for the current operations vacancy will be received until November 30, 2015.
Position may close sooner or later depending on applicant suitability.

BROAD SCOPE OF POSITION:

The operations department at the Tennessee School for the Blind is responsible for local fiscal duties, facilities, some 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 additional responsibilities added to fill the needs of the agency or department.

MAJOR DUTIES AND RESPONSIBILITIES:

- Office support work including: petty cash, data base management, timekeeping, and document control
- Provide administrative support to the executive director of operations
- 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
- Purchasing and receipting into Edison
- Other duties as assigned

QUALIFICATIONS:

- 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 know how to work Windows Excel, Word, Access, and PowerPoint
- Must be comfortable with a computer
- Good communication skills
- Self-motivated/Challenge seeker

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 checks, child abuse records, employment verification, and

professional/personal reference checks.

Supplemental Information:

Please contact Pam Jeanette at: Pam.Jeanette@tsbtigers.org for an application.

Fully completed Tennessee School for the Blind Employment Application packets should be submitted to:

Deborah Boshears-Gunter
Tennessee School for the Blind
115 Stewarts Ferry Pike
Nashville, TN 37214
E-mail: deborah.gunter@tsbtigers.org

Please **DO NOT** submit a State of Tennessee on-line application.

In addition to application (to include salary history and references), please include the following items:

Letter of Interest
Current Resume
Recent Letters of Recommendation, with signature

Candidates with disabilities who require special accommodations or alternative communication formats should contact the Superintendent's Office at (615) 231-7316 no later than five days prior to their scheduled interview to facilitate reasonable accommodations.

The State of Tennessee is an Equal Opportunity Employer;
Discrimination on the Basis of Age (Over 40), Race, Sex, Color, Religion,
National Origin, Disabling Condition or any other Non-Merit Factor is Prohibited.