
SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

P.O. Box 780 • Memphis, TN 38101-0780 • (901) 333-5000 • www.southwest.tn.edu

POSITION TITLE: _____ **FUND CODE:** _____
POSITION ID: _____ **ORG. CODE:** _____
POSITION TYPE: _____ **ACCT. CODE:** _____
FLSA STATUS: _____ **PROG. CODE:** _____
OPEN DATE: _____ **REVISION DATE:** _____
CLOSE DATE: _____

Southwest Tennessee Community College is a comprehensive, multicultural, public, open—access college. Southwest began operation on July 1, 2000, through legislation that consolidated Shelby State Community College and State Technical Institute at Memphis.

Southwest has 5 campuses/centers from which it offers over 100 programs and over 20 technical certificate programs. We foster student success, transform lives, and increase the educational level of a diverse community in Shelby and Fayette counties. Southwest is a Tennessee Board of Regents institution, accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

We invite you to become a part of the Southwest Team!

Job Description:

Macon Cove Campus • Union Avenue Campus • Fayette Site • Gill Center • Maxine A. Smith Center • Millington Center • Whitehaven Center

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college.

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Essential Job Functions:

Knowledge, Skills, and Abilities (KSAs):

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Required Qualifications:

Preferred Qualifications:

Physical Demands / Working Conditions:

Salary Range: Commensurate with college pay (academic rank, degree earned and experience are considered) or list salary if available.

A background check will be required for the successful candidate.

Candidates who are called for an interview must notify Human Resources in writing at least five (5) days in advance of any reasonable accommodation needed prior to the date of the interview.

First consideration will be given to current Southwest Tennessee Community College employees who meet the minimum qualifications for the position.

In order to be considered for the position, the following items must be uploaded:

- **Resume**
- **Cover Letter**
- **Unofficial Transcripts**

A summary of our benefits can be found here: <https://www.southwest.tn.edu/hr/benefits-overview.php>

Incomplete applications will not be considered.

If you are interested, click on the link to the left to apply.

Southwest Tennessee Community College is a TBR and AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

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