

DAYMAR INSTITUTE JOB OPENINGS

As of June 1, 2011

Interested candidates should submit a recent resume and salary requirements to Megan Edwards, Human Resource Recruiting Specialist. If you have any questions regarding the process, please call Megan Edwards at (Phone: 270-926-1188, Fax: 270-686-8829) or email Megan- medwards@daymarinstitute.edu.

All inquiries for the openings listed below should be made directly to the Human Resources Department.

[Please do not contact the hiring department or hiring campus.](#)

Position: **Admissions Representative**

Location: **Murfreesboro, TN**

Position Open: **6-3-11**

Position Closes: **Until Filled**

Primary responsibility: Admissions Representatives are responsible for recruiting and counseling potential new students, explaining the necessary skills required by employers to be competent in a multi-faceted workplace, and actively participating in campus and departmental functions related to sales and student retention training. Other responsibilities include direct involvement with selling the school's services for successful enrollment of students and generating and maintaining various reports.

Required Skills, Education, and Experience: Bachelor of Science in Business or related area, strong sales and/or marketing experience, excellent verbal and written communication, organizational, and time management skills. Excellent computer skills and detail orientation.

Openings for Part Time and or Substitute Instructors occur on a regular basis in every campus. As a result, job openings for these areas may not be routinely posted. Should you have an interest or would like additional information about the duties and qualifications for these positions, please contact Human Resources.

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Position: **Substitute Teachers in the following areas:**

Accounting, Anatomy and Physiology, Business, Billing and Coding, Criminal Justice, Electrocardiography, English, Internet Web Design, Legal, Massage Therapy, Math, Medical Assisting, Medical Terminology, Paralegal, Meteorology, Personal Fitness, and Phlebotomy.

Locations: **Clarksville, Murfreesboro, and Nashville, TN**

Primary responsibilities: Works with staff, faculty and students to provide a warm, friendly, nurturing atmosphere, where students can learn the skills required, to obtain the job they need, to have the lives they want. Conducts classroom and lab activities according to program requirements to ensure that students acquire the personal, interaction and professional/vocational skills to be effective in the vocation they have chosen to pursue. Serves as a mentor; develops and maintains positive and professional relationships with students in order to monitor and resolve students' concerns. Participates in activities and meetings, in order to stay informed of current, private and political events that will help foster professional growth.

Required Skills, Education, and Experience: Three or more years experience in the field; Masters Degree for General Education courses and Bachelors Degree can be accepted for other courses, and or appropriate certifications required.

Certifications or Licenses may be substituted in areas such as Computer Technology, Billing and Coding, Pharmacy Technology, and Phlebotomy. Experience working with students in an academic setting; experience in program planning and implementation.