

MTSA is a 68-year old private university, regionally and professionally accredited, highly selective graduate/professional school located in Nashville/Madison, Tennessee, possessing a single-focus mission of educating nurse anesthetists at the Master of Science and Doctorate degree levels. MTSA is accredited by the Council on Accreditation of Nurse Anesthesia Education Programs and Southern Association of Colleges and Schools. MTSA is recognized as a national leader in promoting non-opioid based techniques for pain control with the nation's only post-graduate CRNA Acute Surgical Pain Management Fellowship – a partnership with the AANA.

Title: Academic Support Specialist

Essential Duties and Responsibilities:

- Ensure all student records are created correctly, data is accurate, files are orderly and secure.
- Maintains up to date official copy of transcripts.
- Collects information from faculty, students, and staff to update records.
- Maintains files for courses and registers students in courses.
- Trains students and staff how to access and use the student information system.
- Coordinates with other departments essential information regarding changes in student accounts such as changes in enrollment.
- Completes verification process for former student job applications.
- Reports data as needed from academic records such as the National Student Loan Clearinghouse and IPEDS.
- Ensure compliance with academic regulations and procedures.
- Other duties as assigned

Job Qualifications:

- Excellent organizational skills, ability to meet deadlines, accuracy and attention to details.
- Experience with keeping accurate and detailed records and interpreting complex regulations.
- Experience with relational databases and technology used in delivering student services.
- Experience working in an institution of higher education.
- Ability to work in an environment with interruptions.
- Can work independently and fosters effective communication and relationships with others.

Required Education: Bachelor's degree

Level: Experienced

Reply To E-mail: alison.richards@mtsa.edu

How To Apply: For consideration, submit a resume and letter of interest to the Dean's Office. For questions and submissions contact alison.richards@mtsa.edu or call (615) 732-7679.

Website: www.mtsa.edu