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| Job Title: | Administrative Services Assistant | Job ID: | 31609 |
| Department/Group: | TN CI | Position Type: | Contract |
| Duration : | 07/14/2025 - 06/30/2026 | Date Posted: | 06/06/2025 |
| Expenses Allowed : | Yes | Posting Expires: | 06/22/2025 |
| **Location :** | Hybrid**Address** 121 Executive Drive Jackson, Tennessee 37214-0000 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $29/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** |
| **Days**Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No**Hours/Day**8**Time Zone**CST**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Shifts Start Time End Time Description Active**Shift 1 8:00 AM 5:00 PM Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Description****Title: Training Data Analyst (aka ASA of Compliance)** **Department:** Tennessee Corrections Institute (TCI), Training Division **Job Overview:** Join our dynamic team as an Administrative Services Assistant of Compliance (aka Training Data Analyst), where you will play a crucial role in ensuring the training compliance of correctional officers across Tennessee. This position demands a meticulous and analytical professional capable of managing data, auditing training records, and providing executive support. **Responsibilities:** * Utilize the TCI Learning Management System (LMS) to mine and analyze data, ensuring all officers meet state-required training standards.
* Conduct audits of customer-submitted information for accuracy and completeness, ensuring compliance with state minimum training requirements.
* Assist in managing projects related to staff training and development, coordinating closely with the Training Division.
* Perform quality assurance checks to maintain high standards in training delivery and documentation.
* Monitor and report on staff development, including tracking hours of self-development activities. Produce detailed reports and analyses related to training compliance and effectiveness.
* Monitor, report on, and track trends in quality assurance measures within the LMS to ensure continuous improvement and compliance.
* Create and implement new quality assurance measures to effectively assess and report on the success of specialized and major training events.

**Qualifications:** * Bachelor’s degree in Business Administration, Data Analysis, Criminal Justice, or a related field is preferred.
* Proven experience in data analysis, project management, and administrative support.
* Strong proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
* Excellent organizational and time management skills to meet strict deadlines.
* Superior communication and interpersonal skills to effectively collaborate with internal and external stakeholders. Previous experience working in a compliance role within a regulatory or training environment is highly advantageous.

**Job Type:** Full Time **Expected Hours:** 40 per week **Benefits:** Flexible schedule **Schedule:** 8-hour shift **Work Location:** This position offers a mix of remote work and on-site responsibilities. The incumbent will be expected to work on-site a minimum of two days a week. This position is seeking an individual to work out of our Jackson, Tennessee office, however; applications will be entertained from the Nashville, TN area or Clinton, TN area for those offices.**Comments*** This position \*does not\* work inside of a correctional facility. The position will be hybrid between a conventional office building and home.
* How often do we expect the individual to be in office? -- A minimum of two days a week. Hybrid work schedule will be discussed with the candidate upon offer of employment. Candidates living in Nashville or Clinton will be considered for placement at the TCI agency offices located in those areas.

**Qualifications :**

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| **Type** | **Category** | **Qualifications** | **Description** | **Competency** | **Required** |
| Skills | Others | Correspondence - Email |  | Proficient (4-6 Years) | No |
| Skills | Others | Data Entry |  | Proficient (4-6 Years) | No |
| Skills | Others | Emailing |  | Proficient (4-6 Years) | No |
| Skills | Others | Filing |  | Proficient (4-6 Years) | No |
| Software | Others | Microsoft Excel |  | Proficient (4-6 Years) | No |
| Software | Others | Microsoft PowerPoint |  | Proficient (4-6 Years) | No |
| Software | Others | Microsoft Word |  | Proficient (4-6 Years) | No |
| Skills | Others | Proofreading/Editing |  | Proficient (4-6 Years) | No |
| Skills | Others | Technical Skills |  | Proficient (4-6 Years) | No |
| Skills | Others | Typing |  | Proficient (4-6 Years) | No |
| Skills | Others | Verbal Communication |  | Proficient (4-6 Years) | No |

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| **Reviewed By:** | Lisa G | **Date:** | 06/06/2025 |
| **Approved By:** | Ram S | **Date:** | 06/06/2025 |
| **Last Updated By:** | Lisa G | **Date/Time:** | 06/06/2025 |