The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Career Counselor, Carol Pham, at cpham@dssc.edu or 901-475-3105. Or, employers can contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dssc.edu or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

**Job Title:** Full time IT Associate, Centennial Bank, Location to be determined

**Business/Location:** Centennial Bank (to be determined)

**Responsibilities include but are not limited to:**

- Provide excellent customer service.
- Embody Centennial Bank’s Core Values.
- Have friendly and helpful attitude and the ability to interact positively with customers and co-workers.
- Work well with others in a team environment.
- Exhibit attention to detail, learn and apply policies and procedures, and perform basic mathematical tasks.
- Explain, promote, and sell products or services.
- Operate computer and applicable computer programs efficiently.
- Maintain an in-house support atmosphere customized for all employees and collaborating with all departments concerning IT needs.
- Maintain onsite IT related support for key personnel.
- Continuing Education – Stay current with new and evolving technologies that may become avenues for the Bank in future, attend conferences/seminars, reading relevant materials, and collaborate with peers and industry experts.
- Bring alternative thoughts and theories for solutions to problems.
- Provide updated information to the Centennial Bank directory with employee changes and organization information.
- Provide remote assistance to employees working away from their desk.
- Update critical patches on PCs.
- Configure and deploy equipment – i.e. computers, network switches, etc.
- Manage and update the Bank’s phone system – add/remove users, change holiday schedules, update on hold music files and holiday auto attendants, etc.
- Training – Including but not limited to IT and/or Core related equipment and software.
- Personnel management and related tasks – add/remove from active directory, email lists, etc.
- Regular and punctual attendance as well as accurate work are among essential job functions for an employee at Centennial Bank.

**Contact Information:** Renee Morris, 731-669-3900 rmorris@mycentennial.bank

**Send Resume to:** Applicants may go to our website and apply at www.mycentennial.bank. Please indicate the position of interest.

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dssc.edu. Check out the DSCC Career Counseling webpage. Upload your resume to: www.jobs4tn.gov.