

Employment Opportunities for Students

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 email the Career Counselor, [Carol Pham](#), or call 901-475-3105. Or, employers can email the Counselor/Career Services Coordinator, [Carmen Pfeifer](#), 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 Telecommunications Assistant, Gibson Electric Membership Corporation, Trenton Member Service Center.

Business/Location: 1207 S College St, Trenton, TN 38382

Requirements:

- Associate's degree in IT, Business, or a related field of study
- Courses and training in keyboarding, software used by the position, customer service, office administration, business, accounting, information technology, or the operation of equipment used by the position
- Valid Tennessee Driver's License
- Preferred certifications or courses related to technical services, information technology, and fiber/telecommunications.

Responsibilities include, but are not limited to:

- Provides administrative and customer support for the Broadband and IT department. Promotes Gibson Electric and Connect services.
- Coordinates TV service-related contracts and correspondence, tracks content costs and billing, keeps TV packages updated, and ensures contracts are valid.
- Generates work orders, orders materials, creates and processes purchase orders. Assists with contracts, invoices, and billing.
- Monitors and advises on the status of federal and state regulatory requirements and maintains a calendar of required actions.
- Coordinates Connect's low-income assistance programs and engages with customers on utilizing assistance programs.
- Assists large customers in signing up for service and communicates with customers regarding changes to schedule as needed.
- Resolves large customer problems/complaints.

- Assists employees with mobile devices and orders and tracks equipment.
- Coordinates special projects assigned by the VP of IT and Broadband.
- Maintains accurate customer counts by service and program.

Contact Information: [Kathy Bobbitt's email](#)

Send Resume to: Search Telecommunications Assistant, Trenton, to apply online at [Gibson Coops Careers application](#). View full job description, complete the required application form, and provide all post high school transcripts.

- Application deadline is Wednesday, September 2, 2026.

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Email the Career Counselor, [Carol Pham](#), or call 901-475-3105, or email the Counselor/Career Services Coordinator, [Carmen Pfeifer](#), or call 901-475-3137. Check out the DSCC [Career Services](#) website.

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