

Southwest Texas Junior College

Employment Opportunity

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Office ☐ 830.591.7340 Fax

Human Resources Employment: www.swtjc.edu

Title: Administrative Assistant/Tutor & Mentor Supervisor – TRIO-Student Support Services

Campus: Uvalde

Job # 161743710301

Closing Date: September 15, 2017

Description of Job Duties: The Administrative Assistant will provide services to support the daily operations of the TRIO-Student Support Services program. Creates, organizes, and maintains accurate files, records, and reports required for program documentation. Performs clerical and secretarial duties to support the department. Serves as building receptionist/concierge. Assists in generating and processing paperwork, materials, and forms required for the program and disseminates information to interested parties. The incumbent serves as a student success coach for eligible students (e.g., first-generation, low-income) through ongoing and comprehensive academic outreach, retention, assessment, guidance, and assistance to program participants via workshops, programs, campus school visits, and related activities in accordance with campus policy and the approved federal grant. The position is responsible for training, observation, and supervision of tutors and mentors as well as tutoring when needed. Creates and implements new ways for students to receive tutoring as needs arise. Responds to inquiries from potential participants, faculty, and staff regarding the TRIO-Student Support Services program. Maintains documentation and records of communications with students via Estudios and Blumen. Communicates effectively with a broad range of college personnel and community members. Contributes to the overall success of the TRIO-Student Support Services program and the department of Student Engagement & Success. Performs other duties as assigned.

The responsibilities listed herein are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Salary: Clerical III, 12-month position contingent upon federal funding.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATION REQUIREMENTS

Education: Associates degree required. Bachelor's degree strongly preferred.

Experience & Training: One to two years experience as a tutor required. Experience working with MS Office specifically word processing, spreadsheets, and databases; excellent phone skills required. Estudios and Blumen experience preferred. Experience working with economically, educationally, and socially underrepresented populations.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.

Submit Application To: Human Resources (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) Letter of intent, 2) SWTJC application form, 3) resume, and 4) copies of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

NOTICE TO APPLICANTS

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution