

INTERNAL POSTING

Southwest Texas Junior College

Employment Opportunity

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Ofc ☐ 830.591.7340 Fax
Human Resources Employment: <http://tech.swtjc.net/application/index.asp>

Title: Educational Opportunities Center (EOC) Outreach Specialist

Campus: Eagle Pass

Closes: July 13, 2018

Job # 171822710103

Description of Job Duties: Assist project participants in completion of EOC and Financial Aid applications, participant intake forms and admission. Provide information concerning available opportunities to facilitate entry into post secondary and secondary/GED education. Coordinate financial aid workshops, maintain participant files/records, and coordinate referrals. Prepare and print brochures, flyers, posters and other PR items. Market EOC project, attend graduations, events, open houses, etc. Cooperate with governmental and educational agencies. Perform all other duties required to achieve program goals and objectives. Experience in working with economically, educationally, and socially under represented populations. Understand the needs/methods available to help meet the needs of the program participants. Work rules, code of conduct and other policies are part of the essential functions of the job. Ability to communicate effectively with students, college personnel and the public a must. Security Sensitive Position

Salary: Clerical II, 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.

Experience & Training: Two/three years experience in working in an education or service-oriented environment. Experience working with adults re-entering education. Good working knowledge of automated and technical systems, including database usage, Microsoft Word and Excel. Ability to prioritize assignments. Excellent bilingual verbal and writing skills.

Additional Qualification Requirements: Bilingual (English/Spanish). Must possess required knowledge, skills, abilities and experience and be able to explain/demonstrate, with or without reasonable accommodation, 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 reference and background checks 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