

# ***SOUTHWEST TEXAS JUNIOR COLLEGE***

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UVALDE, TEXAS 78801-6297  
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## **POSITION VACANCY NOTICE**

**Position:** Student Information Systems Coordinator Job # 171806710101

**Location:** Uvalde Campus

**Closing Date:** 01/05/2018 or until filled

**Description of Job Duties:** The Student Information Systems Coordinator is generally responsible for the monitoring and maintenance of the Ellucian Colleague system of data concerning the registration, admission, and enrollment of students. Responsible for end of semester grade reporting, add/drop processing, student planning software updates, assign academic probation/suspension, graduation, and Campus Cruiser updates for faculty. Additionally, this individual has working knowledge of the Microsoft Office Suite, Image Now, degree audit and other software used by the college. Serves as a contact for prospective undergraduate students and their families, high school counselors, community, and college staff/faculty. Represent the college at various events.

**Salary:** Commensurate with education and experience, twelve month position

**Other Benefits:** Health/Life insurance, retirement plan, sick/personal leave, holidays, free tuition for eligible employees and dependents.

## **QUALIFICATION REQUIREMENTS**

**Education:** Bachelor's degree required, experienced in related field preferred.

**Experience & Training:** 3 years of experience in Admissions, Recruiting, State Reporting or other related higher education experience. Demonstrated advanced experience using Microsoft Suite, CRMs, Informer, Image Now, Student Planning and client databases such as Ellucian (Colleague). Demonstrated experience in preparing and conducting presentations.

**Preferred Qualifications:** Admissions experience in recruiting/transfer advising or Veteran Affairs. Knowledge of CBM State Reporting and Degree Audit. Experience working with students on a college or university campus as an advisor or coordinator. Bilingual (Spanish).

**Other Qualification:** Strong interpersonal and organizational skills. Demonstrated ability to multi-task. Demonstrated excellent written and verbal communication skills. Displays professional demeanor and promotes a positive attitude. Ability to communicate with parents and students from diverse social, ethical, and cultural backgrounds. Experience in a fast-paced environment. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other geographic locations served by the college.

**Submit Application To:** Human Resources Coordinator (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting a cover letter, SWTJC application form, resume, and official transcript(s). All applications and supporting documents become the property of SWTJC.

### **NOTICE TO APPLICANTS**

With respect to the employment and promotion of 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**