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: **Administrative Assistant –Nursing Programs** **Job # 202123710302**

Campus: **Del Rio**

Closing Date: **May 21, 2021 or until filled**

Description of Job Duties: Provides clerical and administrative assistance to the Nursing Director and the Nursing Faculty. Oversees all aspects of the general office coordination, including managing websites and other web-based resources. Prepares travel and meeting arrangements, agendas and minutes. Coordinating direct mailings and working on special projects; entering, maintaining and updating the filing system for the department in both paper and electronic (database) formats; responding to phone calls and emails for the department; taking messages and fielding questions from faculty and staff on all routine and non-routine questions related to the office. Maintains and facilitates effective use of calendars to coordinate workflow and meetings. Responsible for other duties and assignments deemed necessary to efficiently operate and manage the nursing program. Maintains confidentiality in all aspects of student, staff and agency information. Security-sensitive position.

Salary: Clerical II, twelve-month position.

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 preferred.

Experience & Training: Minimum three years full-time experience in a business position of similar responsibility level. Experience using Microsoft Office (Word, Excel, Access, and PowerPoint) and Colleague (college management software).

Additional Qualification Requirements: Familiar with college strategic planning processes. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and 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 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 (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