



Title: Admissions Specialist-Enrollment Retention Management
Campus: Uvalde

Job ID: 232449710301
Closing Date: August 30, 2024

Job Duties: The Admissions Specialist is generally responsible for the monitoring and maintenance of the Ellucian Colleague system of data concerning the onboarding, admission, retention, and enrollment of students. Responsible for external transcript evaluation, course data entry, admissions applications, add/drop processing, institutional student transcript processing, office email account inquiries, enrollment reports, graduation candidate review and reports, commencement preparation and providing customer service at front desk. Will play a critical role in guiding prospective and current students through the entire admissions process, ensuring they have the resources and information necessary to successfully enroll in academic or continuing education programs at Southwest Texas College. This includes assisting with the completion of admissions applications, financial aid applications, and any other required documentation. Working knowledge of the Microsoft Office Suite, Perceptive Content, 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.

Classification: Full-time, Non-Exempt

Department: Registrars/Admissions Office

Salary: Professional Schedule Group I; 12-month position

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

QUALIFICATIONS

Education: Bachelor's Degree or equivalent in applicable field.

Experience & Training: Above average proficiency in Microsoft Office, including Word, Excel, and Outlook, Image Now, Student Planning and client databases such as Ellucian (Colleague).

Additional Qualification Requirements: Preferred experience in admissions in external transcript evaluations/transfer advising in institution of higher education. 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. Maintain confidentiality of work-related information and materials. 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. Bilingual (English/Spanish) preferred. 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 locations served by the college. Must have a valid Driver's License and be insurable through SWTX insurers.



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Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Functional Job Requirements: Job requirements include, but are not limited to: sitting, standing, walking, kneeling, bending, squatting and reaching. Ability to type, repetitive motions with hands and fingers. Pushing and pulling equipment may be necessary.

Lifting Requirements:

Job requires medium lifting on an occasional basis.

Reasonable Accommodations:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position without compromising the job duties.

SUBMIT APPLICATION TO:

Terrie Dube, Human Resources Director, Southwest Texas College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. Submit the following required documents: (1. Letter of intent, (2. SWTX Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTX.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, including gender, gender identity, pregnancy and sexual orientation, age, disability or genetic information, and veteran status. **An Affirmative Action/Equal Opportunity Institution**