



## SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221  
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swtjc.edu | human.resources@swtjc.edu

### EMPLOYMENT OPPORTUNITY

**Title:** Coordinator of Dual Credit Program  
**Campus:** Uvalde

**Job ID:** 222330710101  
**Closing Date:** February 28, 2023, Or Until Filled

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**Job Duties:** Serve as a dual credit liaison to a portion of the service area high schools. Responsible for the facilitation of college class schedules, student registration, billing, and related SACSCOC and TEA tasks for those sites. Assist with and help coordinate professional development activities for ISD partners. Assist with maintaining the dual credit website. Produce reports, letters, and other documents. Serve as a member of the Recruitment and Engagement Committee. Assist the Dean of Instructional Services with class scheduling, student registration and compliance reporting tasks for non-dual credit students at the Hondo site and/or other select locations as needed. Assist with graduation and select Student Success opportunities as directed by the Dean of Instructional Services or designee. Ability to communicate effectively with students and community stakeholders. This position reports to and is supervised by the Dean of Instructional Services and School District Partnerships or designee.

**Salary:** Professional Schedule Group II; 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 with experience in secondary or post-secondary education; master's degree preferred.

**Experience & Training:** Minimum 3 years recent experience in secondary/post-secondary education. Experience in developing and delivering presentations to students, parents, community as well as administrators at the secondary and post-secondary level. Excellent communication and human relations skills. Ability to work efficiently and independently. Ability and skill to manage a high volume of work is necessary.

**Additional Qualification Requirements:** Demonstrable skills in verbal and written communication; a commitment to enhance higher education. Must possess 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. Work rules, code of conduct and other policies are part of the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of physical and drug screen specified for the position. Travel required to other locations served by the college. Must have a valid driver's license and be insurable through SWTJC insurers.

#### SUBMIT APPLICATION TO:

Human Resources Coordinator, Southwest Texas Junior 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. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

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**