

SOUTHWEST TEXAS JUNIOR COLLEGE

2401 GARNER FIELD ROAD

UVALDE, TEXAS 78801-6297

HR: 830-591-7330, WWW.SWTJC.EDU

POSITION VACANCY NOTICE

Position: Counselor or Advisor

Job # 181911710103

Location: Eagle Pass Campus

Closing Date: 03/19/2019

Description of Job Duties: Supervises the evaluation and assessment of the social, career, and personal needs of students. Coordinate academic, educational and transfer activities, new student orientation, seminars, workshops and group counseling activities. Responsible for the oversight and implementation of Disability Services for Eagle Pass campus. Serves as a resource for faculty and staff regarding disability issues and collaborates with college community to address educational, attitudinal, and physical barriers, compliance obligations, and other issues. Responsible for advising letter cut and attends all professional development and meetings as needed. Maintains documentation and records of communications with students via Estudios. Must possess strong problem solving, leadership, organizational skills and oral/written communication skills. Work rules, code of conduct and other policies are part of the essential functions of the job. Ability to communicate effectively with students and college personnel. Security-sensitive position

Salary: Commensurate with education and counseling experience based on Professional schedule. 12 months position.

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

QUALIFICATION REQUIREMENTS

Education: Master's degree in guidance and/or counseling. SACSCOC qualified to teach in a field offered by SWTJC preferred. LPC preferred.

Experience & Training: Experience in provision of services to individuals with disabilities. Demonstrated knowledge of Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, The Educational Rights and Privacy act (FERPA) and other appropriate laws pertaining to higher education and disabilities. Working knowledge of assistive technology and its implementation related to academic accommodations. Minimum two years full-time prior experience as a counselor working with economically, educationally, and socially underrepresented populations in contact with disadvantaged, non traditional students and ability to relate to such students with understanding.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. Ability to effectively utilize computer application programs (Microsoft Office Suite). Must possess the required knowledge, skills, abilities, 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 the background and reference check specified 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) a cover letter, 2) SWTJC application form, 3) resume, and 4) copy 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