

SOUTHWEST TEXAS JUNIOR COLLEGE

2401 GARNER FIELD ROAD
UVALDE, TEXAS 78801-6297
APPLICATION WWW.SWTJC.EDU
HR OFFICE (830) 591-7330 FAX (830) 591-7340

INTERNAL VACANCY NOTICE

Position: Administrative Assistant – for Deans of Applied Sciences and Workforce Education/Liberal Arts & Adult Education and Literacy **Job # 181910710301**

Location: Uvalde Campus

Closing Date: 12/18/2018 or Until Filled

Description of Job Duties: Provides clerical and administrative assistance to the Dean of Applied Sciences and Workforce Education and the Dean of Liberal Arts and Adult Education. Oversees all aspects of general office coordination, to include: preparing travel and meeting arrangements, agendas and minutes; coordinating direct mailings and working on special projects; enters, maintains and updates data for filing systems in both paper and electronic (database) formats; responds to phone calls and emails; takes messages and fields questions from faculty and staff on routine matters related to the office. Maintains and facilitates effective use of calendars to coordinate work flow and meetings. Responsible for other duties and assignments deemed necessary to efficiently operate and manage the office. Maintains confidentiality in all aspects of student, staff and college information. Security-sensitive position. Some weekends and travel may be required for trainings and/or recruitment activities.

Salary: Clerical III; Twelve-month position

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

QUALIFICATION REQUIREMENTS

Education: Associate Degree preferred

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

Additional Qualification Requirements: 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 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: 1) letter of intent, 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 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