



## SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221  
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### INTERNAL EMPLOYMENT OPPORTUNITY

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

**Job ID:** 222324710101  
**Closing Date:** January 20, 2023, or Until Filled

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**Job Duties:** Serve as the lead dual credit liaison to the service area high schools. Directly responsible for facilitating a portion of the college class scheduling, student registration, billing, and related SACSCOC and TEA tasks for designated sites. Mentor and guide two Coordinators in similar tasks. Help manage the adjunct faculty credentialing process and help coordinate professional development activities for ISD partners. Assist with completing compliance reports, MOUs, and other sensitive documents by stated deadlines. Serve as a member of the Recruitment and Engagement Committee and help manage the department's involvement in Local Articulation, SWTJC graduation, specific Student Success priorities, and strategic initiatives as directed by Academic Affairs. Indirectly supervise Dual Credit Program staff as directed by the Dean of Instructional Services and School District Partnerships. Contribute to Dual Credit Program web page development and oversight. This position reports to and is supervised by the Dean of Instructional Services and School District Partnerships and/or the Vice President of Academic Affairs.

**Salary:** Professional Schedule Group III; 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:** Master's Degree required.

**Experience & Training:** Minimum 5 years recent experience in secondary/post-secondary education. Knowledge and experience with Ellucian-Colleague student information system. Experience managing SACSCOC or TEA compliance initiatives. A self-starter with clear priorities, strong work ethic, and the ability to adapt to changing circumstances. Excellent communication skills and the ability to work efficiently while tactfully managing others in similar processes.

**Additional Qualification Requirements:** Demonstrable skills in verbal and written communication. 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 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**