



SOUTHWEST TEXAS JUNIOR COLLEGE

Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

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EMPLOYMENT OPPORTUNITY

Title: TRiO Educational Opportunity Centers – Education Specialist

Job ID: 222310710302

Campus: Del Rio

Closing Date: Until Filled

Job Duties: Assist project participants in completion of admission application, participant forms and evaluation/assessment of participant's career and personal goals. Provide personal, career, financial and academic guidance to program participants. Provide assessment of needs and coordinate development plans. Conduct financial aid seminars/workshops in coordination with other departments/agencies and group advising activities. Maintain participant's files in accordance with policy and regulations. Coordinate activities of academic, educational and transfer activities. Perform oral presentations to small and large groups of people to introduce EOC's objectives. Perform all other duties required to achieve project goal and objectives. Computer literate and readiness to travel within the region as needed. Experience in working with economically, educationally and socially underrepresented populations. Understand the needs/methods available to help meet the need of the program participants. Work rules, code of conduct and other local and federal policies are part of the essential functions of the job. Ability to communicate effectively with participants, college personnel and the public is a must.

Salary: Full-time, Professional I, contingent upon federal grant funding.

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 required.

Experience & Training: Familiarity and agreement with the basic principles governing the administration of student needs and files. Strong written and oral communication skills, as well as excellent interpersonal and public relations skills. Above average knowledge of computers and communication technology necessary. Knowledge of Colleague software preferred. Strongest consideration will be given to candidates with amiable personality and educational work experience. Knowledge of database and similar software preferred.

Additional Qualification Requirements: Ability and skill to manage a high volume of work are necessary. Must enjoy meeting the public and assisting students. Bilingual (English/Spanish) preferred. 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. 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. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other geographic locations served by the college.

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