

SOUTHWEST TEXAS JUNIOR COLLEGE

2401 GARNER FIELD ROAD UVALDE, TEXAS
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POSITION VACANCY NOTICE

Position: Adm. Assistant – Admissions & Registrar’s Office **Job # 202114710303**

Location: Eagle Pass

Closing Date: Until Filled

Description of Job Duties: Responsible for secretarial and receptionist duties. This person is under the direct supervision of the office manager. This person is responsible for assisting with registration, collecting and processing student records to include transcripts, admission applications, test scores, and vaccine records, as well as, collecting tuition payments and posting to student business accounts. Responsible for processing payment requisitions, credit card payments, and purchase orders. Operates various types of office equipment, directs and expedites communication between faculty, students, and the public. Performs all other functions as assigned by the immediate supervisor for efficient office operation. Responsible for supervising, training, and reviewing performance of work-study students. Work rules, code of conduct and other policies are part of the essential functions of the job. Must possess the ability to communicate effectively with students, college personnel and the public.

Salary: Commensurate with education and experience.

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

QUALIFICATION REQUIREMENTS

Education: Associates degree preferred or comparable training or experience.

Experience & Training: Requires at least three years experience in a computerized office environment that includes demonstrable use of Microsoft Office Suite in particular, Access for database management. Experience with Colleague and other higher education software will be considered a plus.

Additional Qualification Requirements: Requires discretion and specialized knowledge. Proficient organizational and communication skills. Work independently with instruction or supervision. 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. Must have a desire to learn and improve, with a strong sense of responsibility and initiative, and the ability to prioritize and organize tasks carefully and accurately. 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 is required to other geographic 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 a cover letter, SWTJC application form, resume, and official transcript(s). 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**