



SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

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EMPLOYMENT OPPORTUNITY

Title: Enrollment Specialist
Campus: Uvalde

Job ID: 222332710101
Closing Date: Until Filled

Job Duties: The Enrollment Specialist is generally responsible for the monitoring and maintenance of the Ellucian Colleague system of data concerning the admission, enrollment of students and review of prospective graduates. Responsible for end of semester grade review of graduation applicants, add/drop processing, student program changes, institutional transcript requests, external transcripts, graduation planning, and Perceptive Content processing and management. Additionally, this individual has working knowledge of the Microsoft Office Suite, reporting software such as Informer, Perceptive Content imaging, degree audit and other software used by the college. Serves as a contact for prospective undergraduate students and their families, high school counselors, community, and college staff/faculty. Represent the college at various events. Required to participate as needed in department projects and events.

Salary: Based on Professional Schedule Group I; 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: Bachelor's degree or equivalent in applicable field.

Experience & Training: Experience in a fast-paced environment and reporting software. Previous experience in higher education setting, office management, in-person or video conference presentations.

Additional Qualification Requirements: Must be motivated and have initiative. Ability to work independently without direction. 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 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 for 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