

SOUTHWEST TEXAS JUNIOR COLLEGE

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

POSITION VACANCY NOTICE

Position: Fin. Aid Dept. Admin. Assist. Uvalde **Job # 181919710101**

Location: Uvalde Campus

Closing Date: 03/18/2019

Description of Job Duties: Organizes and schedules activities such as meetings, travel, conferences, and department activities for all members of department. Maintains and updates filing system for the department. Organizes and prioritizes large volumes of information and calls. Sorts and distributes mail. Answers phones and works front counter. Clarifies the process utilized to complete financial aid file to students. Assists the financial aid advisors and other staff to secure all required documentation necessary to determine financial aid eligibility. Maintain all college work study information for the college.

Salary: Clerical Schedule; Group : II; Step I. This is a 12 months position.

Other Benefits: Benefits package available

QUALIFICATION REQUIREMENTS

Education: Associates degree required; two years of related experience.

Experience & Training: Familiarity and agreement with the basic principles governing the administration of student financial aid programs. Strong written and oral communication skills, as well as excellent inter personal and public relations skills. Above average knowledge of computers and communication technology necessary. Knowledge of Colleague software, Perceptive Content, Excel, Word 16, and Publisher 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. Travel required to other geographic locations served by the college.

Submit Application To: Director of Administrative Services (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting a letter of application, 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