



SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221
Phone: (830) 591-7330 | Fax: (830) 591-7340
swtjc.edu | human.resources@swtjc.edu

EMPLOYMENT OPPORTUNITY

Title: Human Resources Coordinator

Campus: Uvalde

Job ID: 222301710101

Closing Date: September 5, 2023, or Until Filled

Job Duties: Responsible for implementing/coordinating Human Resource programs and services for SWTJC including: employment, employee relations, compensation, benefits, and safety while complying with all local, state and federal laws. Update and implement employment process. Develop and advertise employment notices. Update HR web pages. Onboard new employees. Advise employees when appropriate (Social Security, Medicare, TRS, ERS). Serve as EEOC Officer and complete reports for Coordinating Board, State, and Federal agencies. Coordinate, update, and maintain all personnel. Coordinate employee ADA needs/concerns. Coordinate ADA compliance, interviews, and evaluation process, make conditional offers of employment and complete required reference and background checks. Provide necessary HR communications to employees. Perform all routine clerical, filing, and data entry. Adhere to work rules, code of conduct, and other policies as part of the essential function of the job. Coordinate staff trainings. Must possess a demonstrated ability to communicate effectively with students, college personnel, state and federal agencies, and the community. Security-sensitive position..

Salary: Twelve-month position, salary commensurate with. Education and work experience.

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 in a related area required. Master's degree preferred.

Experience & Training: Two or three years of experience in related area.

Additional Qualification Requirements: Must be self-motivated, creative, organized with experience in using software applications including: Microsoft Office 365, networking software in addition to state, insurance and federal software applications. Must possess required knowledge, skills, abilities, experience and be able to explain and demonstrate, with or without reasonable accommodation, 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 reference and background check specified for the position. Travel required to other geographic locations served by the college. Must have a valid driver's license and be insurable through SWTJC insurers. Bilingual preferred.

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