



SOUTHWEST TEXAS JUNIOR COLLEGE

Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

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EMPLOYMENT OPPORTUNITY

Title: IT Administrative Assistant

Campus: Uvalde

Job ID: 222322710301

Closing Date: Until Filled

Job Duties: The IT Administrative Assistant is responsible for administrative assistance and clerical duties of the IT Department of Southwest Texas Junior College. Oversees all aspects of general office coordination, to include preparing travel and meeting arrangements, agendas and minutes, coordinate direct mailings and formats, responds to calls and emails, and working on special projects. Maintains and facilitates effective use of calendars to coordinate work flows, meetings, renewals and purchasing schedules. Independent judgement is required to plan, prioritize and organize diversified workloads. Security sensitive position.

Salary: Clerical Schedule, 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: Associate's Degree preferred. Experience using Microsoft Office (Word, Excel, Access, and PowerPoint). Experience preferred but not required in a position with experience in an Assistant position of similar responsibilities or in leadership, management, or supervision.

Additional Qualification Requirements: Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities and experience and be able to explaining and demonstrate, with or without reasonable accommodation, the essentials of the job. Experience working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have valid Driver's License and be insurable through SWTJC insurers. Travel may be asked to other locations of SWTJC.

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