



## SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221  
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swtjc.edu | human.resources@swtjc.edu

### EMPLOYMENT OPPORTUNITY

**Title:** Office Manager – Full STEAM Ahead  
**Campus:** Uvalde

**Job ID:** 222323710101  
**Closing Date:** January 27, 2023, or Until Filled

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**Job Duties:** Provides clerical and administrative assistance to program staff; participates in all aspects of general office activities, including, but not limited to: serves as departmental liaison between institutional and off campus constituents, assists with research and data of grant initiatives and reporting; prepares travel and meeting arrangements, transcribes minutes; coordinates communication efforts to students and stakeholders; responds to phone calls and emails for the department; maintains and facilitates effective use of calendars to coordinate work flow and scheduling of staff appointments; prepares and maintains general purchase order requisitions and p-card transactions; assists with maintaining and auditing grant files and records; plans, promotes, and executes events both on and off campus; maintains confidentiality in all aspects of student, staff and institutional information; assists with projects and tasks led by the Chief of Staff and/or within the Strategic Innovation & Research department; responsible for other duties and assignments deemed necessary to efficiently operate office. Security-sensitive position.

**Salary:** Professional Schedule Group 1; 12-month, grant-funded 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 related experience.

**Experience & Training:** Above average proficiency in Microsoft Office, including Word, Excel, and Outlook, and the ability to apply basic accounting principles.

**Additional Qualification Requirements:** 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. 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 checks specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel may be required to other 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**