

Southwest Texas Junior College

Employment Opportunity

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591-7330 Office ☐ 830.591.7340 Fax
Human Resources Employment: www.swtjc.edu

Title: Outreach Coordinator

Job # 181929710101

Campus: Uvalde, Texas

Closing Date: 05/24/2019

Description of Job Duties: Maintain selected SWTJC outreach sites: includes creating course schedules, assisting with student applications, registering students, verifying compliance, and corresponding with students. Travel to TDCJ Prison site(s) regularly; serve as SWTJC point of contact for all TDCJ matters. Maintain Local Articulation inventory; assist in Outreach marketing and public relations activities; liaison between SWTJC and ISDs/Businesses; facilitate student orientations, meetings, Local Articulation trainings, and parent meetings. Perform other duties as assigned by immediate supervisor or Vice President.

SECURITY SENSITIVE POSITION

Salary: Salary group Professional II

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATION REQUIREMENTS

Education: Bachelor's degree required; Master's degree preferred.

Experience & Training: Applicants/Candidates must be able to demonstrate competencies in computer skills, including word processing, spreadsheets, databases, and on-line systems; experience with SWTJC systems, such as Colleague and WebAdvisor desirable. Excellent customer service skills required, including academic advising.

Additional Qualification Requirements: Excellent oral/written communication skills. Ability to work with little direct supervision. Ability to plan, organize, and control within parameters of the job description; includes managing aspects of departmental budget. Bilingual (English/Spanish) preferred. Must be able to lift, carry, drag, hold, push, and pull 20 pounds of material or equipment. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. 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. Must have a valid Texas driver's license and be insurable through SWTJC insurers. Travel required to various locations served by the college.

Submit Application To: Human Resources Coordinator (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) Letter of intent, 2) SWTJC application form, 3) resume, and 4) copies of transcripts (Official transcripts required when hired). 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