



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

PART-TIME POSITION VACANCY

Title: STEM Mentor

Campus: SWTJC Service Area

Job ID: 222222222222

Closing Date: Until Filled

Job Duties: The STEM Mentor will provide support services to secondary students within the SWTJC service area; Promote personal growth, academic and career planning, and decision-making; Assist students in developing personal career pathways to achieve successful transitions to post-secondary education, training and/or employment. Track student achievement in meeting goals. Works directly with target schools and community organizations to identify, select, and support project participants; Fulfill requirements set forth by the Department of Education. Other duties as assigned.

Rate of Pay (Part-Time): \$35.00/hr. @10 hrs. per week for 44 weeks

QUALIFICATIONS

Education: Bachelor's degree or relevant experience, education and training that equates to the required degree (preferably in education with emphasis in guidance, counseling, or related area).

Experience & Training: Two to three years of progressively responsible experience in the following: course and program planning, teaching, tutoring, and/or development of innovative programs in education. A demonstrated ability to work with diverse populations of students including low-income/first-generation and underrepresented students required; experience in education preferred.

Additional Qualification Requirements: Ability to utilize and interpret available data, reports, tracking assessment, and communication technologies to develop and implement proactive strategies that assist students with exploring and clarifying educational goals. Ability to establish and maintain effective working relationships with school district(s) within SWTJCs service area. Must be self-directed, well organized, task-oriented, and flexible with the ability to work independently and in a group environment. Demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent interpersonal, organizational, and problem-solving skills and the ability to communicate effectively orally, in writing and in public presentation settings.

Requires discretion and specialized knowledge. Effective organizational and communications skills. Excellent customer service 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. 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 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