



SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

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EMPLOYMENT OPPORTUNITY

Title: STEM Success Coach
Campus: Uvalde

Job ID: 222341710101
Closing Date: June 20, 2023, or Until Filled

Job Duties: Provide career coaching and advising services to college students across the entire SWTJC service area; Track emerging careers and their educational and skill requirements, particularly in STEM; assist students to engage in career exploration activities. Engage with students to start the process of developing career pathways and academic plans; promote services at local events both on- and off-campus; coordinate with faculty and other student support personnel to provide optimal services to students; monitor the early alert system and quickly respond to students who need support. Fulfill requirements set forth by the Department of Education. Other duties as assigned.

Salary: Professional Schedule Group II; 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: Bachelors' degree or a combination of relevant experience, education and training that equates to the required degree. Degree in STEM or related field preferred.

Experience & Training: Bilingual preferred (English/Spanish). Requires discretion and specialized knowledge. Effective organizational and communications skills. Work independently with minimal instruction or immediate supervision. Travel within service area on a weekly basis; out of area/state for professional development. Evenings/weekends may be required. 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 economically, educationally, and socially underrepresented populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; must satisfy background check specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers.

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