



SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

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EMPLOYMENT OPPORTUNITY

Title: Smart Classroom Technical Supervisor **Job ID:** 222340710101 **Start Date:** Spring 2023
Campus: Uvalde-based, Coordinates Classroom Tech College-wide **Closing Date:** Until Filled

Job Duties: Responsible for all aspects of Smart Classroom Instructional Technology. Has direct responsibility for the Uvalde campus; oversees supervisors at other SWTJC campuses. Serves as SWTJC liaison for instructional technology used to provide SWTJC courses at Off-Campus Instructional Sites (OCIS) such as service area high schools. Recommends, schedules, and supervises in-class instructional Monitors. Provides Smart Board training as needed for Faculty and Monitors. Troubleshoots technical difficulties and repairs them or arranges for repair. Facilitates scheduling and monitoring of in-class exams, as requested by SWTJC Faculty. Performs other duties assigned by Division Chairs, Dean of Applied Science, Dean of Liberal Arts, and/or VP of Academic Affairs. Knowledge of and adherence to work rules, code of conduct, and other policies are essential functions of the job. Possess ability to communicate effectively and professionally with students and college personnel.

Salary: Commensurate with education and experience based on salary schedule for Professional 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: Bachelor's Degree required, or work experience which can be equated to a degree. Experience with Smart Boards or similar technology required.

Experience & Training: Two years' experience preferred, overseeing instructional technology and interacting with its users.

Additional Qualification Requirements: Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, 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 the reference and background check specified for the position. Travel required to other locations served by the college. Must have a valid Texas 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