

Title: Student Engagement Specialist

Campus: Uvalde

Job # 181917710101

Closing Date: 03/01/2019

Description of Job Duties: The Student Engagement Specialist will provide support to the daily operations of the Student Success Center, Writing Center, Disability Services, and Student Activities. Works diligently to help students get connected and involved on campus in order to maximize their collegiate experience. Through a variety of events, services, and resources, the incumbent provides students with opportunities to connect to the College and to other students. Works to enhance the social, intellectual, and developmental growth of students. Collaborates and communicates effectively with a broad range of college personnel and community members. Manages the daily activities of the student lounge and manages a small student staff. Responsible for conducting campus tours, information requests, community events and parades. The Student Engagement Specialist must possess strong problem solving skills, organizational skills and oral/written communication skills. Contributes to the overall success of students, the Department of Student Engagement and Success, and the College. Performs other duties as assigned.

The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Schedules and conducts campus tours and fulfills requests for information via computerized request systems.
2. Plans and participates in community events and parades to include out-of-town travel occurring outside of regular working hours (must be able to drive a club van with a flat-bed trailer).
3. Creates, organizes, and maintains accurate files, records, and reports required for program documentation.
4. Maintains Center expenditure files and works to complete purchase orders, purchase requisitions, vehicle request forms, etc. in a timely fashion and according to Business Office guidelines.
5. Assists in generating and processing paperwork, materials, and forms required for the Center and disseminates information to interested parties.
6. Guides students, faculty, and staff to the proper personnel regarding the Center's programs including individual academic plans, disability services, advising, tutoring, student activities/life, clubs and organizations, etc.
7. Develops and implements student workshops, seminars, orientations, events, and activities.
8. Advises the Student Activities Board.
9. Performs other duties as assigned.

Salary: Professional Personnel Schedule: Group I, 12 month position.

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.

Experience & Training: Previous experience working in a higher education setting specifically in the area of student activities/student life, organizing student events, and/or managing and developing student staff. Experience working with economically, educationally, and socially underrepresented populations.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. 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 background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.

Submit Application To: Human Resources (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.

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