

# Southwest Texas Junior College

## Position Vacancy

Employment Opportunity 2401 Garner Field Road, Uvalde TX 78801  
HR: 830.591.7330 Ofc; 830.591.7340 Fax Human Resources Employment: www.swtjc.edu

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**Position:** Student Life Coordinator

Job # 181908710102

**Location:** Del Rio Campus

**Closing Date:** 12/18, 2018

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**Description of Job Duties:** The Student Life Coordinator 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.

Collaborates with other staff to provide academic, educational and transfer activities, new student orientation, seminars, workshops and group counseling activities. Manages an advising letter cut and attends all professional development and meetings as needed. Maintains documentation and records of communications with students via Estudios. The Student Life Coordinator 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. 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).
2. Plans and participates in student workshops, seminars, orientations, events, and activities.
3. Encourages active campus life, fosters growth of the student community, and promotes leadership development.
4. Coordinates new club and organization registration and maintenance.
5. Advises the student activities board.
6. Develops and executes annual programming and event calendar for Del Rio campus.
7. Works directly with other faculty and staff to engage and collaborate with students on a variety of initiatives.
7. Works with student life staff at other SWTJC campuses on budget, unit action plans, 4DX, self-assessments, program assessments using Council for Advancement of Standards in Higher Education (CAS), etc.
8. Performs other duties as assigned.

**Salary:** Commensurate with education and experience, Professional pay scale 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).

**Education:** Bachelor's degree required. Master's degree strongly preferred.

**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.

**An Affirmative Action/Equal Opportunity Institution**