



## SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221  
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swtjc.edu | human.resources@swtjc.edu

### INTERNAL EMPLOYMENT OPPORTUNITY

**Title:** Reporting Technician

**Job ID:** 222314710201

**Campus:** Uvalde

**Closing Date:** December 9, 2022, or Until Filled

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**Job Duties:** Administers and coordinates the day-to-day processes associated with producing, auditing, maintaining, certifying, and submitting all state, federal, and other external reports, including, but not limited to THECB CBM, IPEDS, and LBB; maintains data warehouse; prepares data visualizations and analytics; Provides annual reports/dashboards for technical programs advisory committees and provides insight on trends and highlights; responds to ad hoc requests for data; Integrates information from Colleague, Zogotech, Watermark, THECB and other sources for use in internal and external reports; maintains confidentiality in all aspects of student, staff and institutional information; responsible for other duties and assignments deemed necessary to efficiently operate department office. Security-sensitive position.

**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:** Bachelor's Degree or equivalent related experience.

**Experience & Training:** Position requires knowledge of integrated student data management systems and proficiency in data warehouse build and management, Microsoft Excel, SPSS, BI and/or other data visualization tools. Requires strong interpersonal skills, including effective written and verbal communication skills, good organizational skills, and attentiveness to detail. Ability to produce accurate and replicable results and cultivating a shared knowledge base. Requires the ability to handle multiple tasks, prioritize, and meet deadlines. Requires the ability to consistently perform fine detail work with accuracy and conduct data integrity checks, including troubleshooting and coordinating issues with appropriate constituents. Candidate must have quantitative and analytical sophistication to carry out duties in an effective and efficient manner. Duties require coordination and professional relationships with administrators, faculty, staff and other state agencies and representatives.

**Additional Qualification Requirements:** 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 diverse populations. 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 may be 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**