



## SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221  
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### PART-TIME POSITION VACANCY

**Title:** Part-Time Gymnasium/Swimming Pool Assistant  
**Campus:** Uvalde

**Job ID:** 222222222222  
**Closing Date:** Until Filled

**Job Duties:** Provide customer service to patrons and maintain orderliness to gymnasium and swimming pool facility during general hours of operation. Duties include managing all aspects of the gymnasium and swimming pool area, ensuring customer satisfaction, answering inquiries via phone, working with student work-study staff, addressing employee or personnel issues, maintaining facility cleanliness, and fulfilling other requirements as requested by the Kinesiology Coordinator. Effective communication with students and college personnel is essential for success in this role.

**Rate of Pay (Part-Time):** Hourly pay rate reflecting education and experience. Part-time staff position.

#### QUALIFICATIONS

**Education:** Associate degree preferred.

**Experience & Training:** Customer service experience or previous supervisory work at a gymnasium and swimming pool facility preferred. Candidate must be knowledgeable in gymnasium and swimming pool operations and scheduling.

**Additional Qualification Requirements:** Must be self-directed, well organized, task-oriented, and flexible with the ability to work independently and in a group environment. Demonstrated experience working effectively with individuals from diverse backgrounds. Must have excellent interpersonal, organizational, and problem-solving skills and the ability to communicate effectively orally, in writing and in public presentation settings. 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. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background check specified for the position; reference check also required. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel may be required to other locations served by the college. Must have a valid driver's license and be insurable through SWTJC insurers.

#### SUBMIT APPLICATION TO:

Terrie Dube, Human Resources Director, 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**