



SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221
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EMPLOYMENT OPPORTUNITY

Title: Admissions Specialist – Dual Credit

Campus: Uvalde

Job ID: 232435710301

Closing Date: June 7, 2024

Job Duties: The Admissions Specialist for Dual Credit is responsible for the monitoring and maintenance of the Ellucian Colleague system of data concerning the registration, admission, and enrollment of dual credit and early college high school students. Responsible for intake and processing of admissions applications, high school transcripts, TSIA2 and STAAR assessment results, add/drop processing, graduating dual credit forms, concurrent forms, office email account inquiries, graduation duties, and compliance reports. Serves as a contact for prospective undergraduate students and their families, high school counselors, community, and college staff/faculty. Must possess the ability to communicate effectively with students, college personnel and the public.

Maintains high level of knowledge of Ellucian (Colleague) and Customer Relationship Management System (CRM) to communicate and enter all prospective student information, internal and external responsibilities for student transcripts for admissions, advising, and staff/faculty, etc. Assists prospective students on the phone, e-mail, and in person. Follows directives regarding strategic planning and recruitment strategies. Represents the college at high school visits, community college visits, transfer fairs, college fairs, and other college recruitment events. Assists the Registrar in monitoring student college credit for degree plans and transcripts.

Salary: Commensurate with education and experience. Twelve-month position contingent upon funding. Professional Schedule Group I.

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 in applicable field.

Experience & Training: Experience in Admissions, Recruiting, Student Services or other related higher education experience. Demonstrated advanced experience using Microsoft Suite, Informer, Perceptive Content imaging, Student Planning and client databases such as Ellucian (Colleague). Knowledge of Microsoft Office Suite, Perceptive Content imaging, and other software used by the college.

Additional Preferred Qualification Requirements: Requires discretion and specialized knowledge. Proficient organizational and communications skills. Work independently with minimal instruction or supervision. 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. Must have a desire to learn and improve, with a strong sense of responsibility and initiative, and the ability to prioritize and organize tasks carefully and accurately. Some weekends and evenings may be required. 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. Must have a valid driver's license and be insurable through SWTJC insurers. Travel is required to other geographic locations served by the college.

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, including gender, gender identity, pregnancy and sexual orientation, age, disability or genetic information, and veteran status.

An Affirmative Action/Equal Opportunity Institution