



SOUTHWEST TEXAS JUNIOR COLLEGE

Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

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EMPLOYMENT OPPORTUNITY

Title: Smart Classroom Aide

Campus: Uvalde

Job ID: 222301710202

Closing Date: Until Filled

Job Duties: Provide first level support for technology enhanced classrooms. Supporting student success by explaining and demonstrating the use of Smart Classroom Systems and assisting faculty and staff with Smart Classroom equipment and software. Knowledge with video conferencing software and/or hardware. Demonstrate the use of technologies such as Interactive Video Conferencing, Zoom, Microsoft Teams. Maintain the Smart Classroom Knowledge Base webpage up to date with current content and report any updates and/or inaccuracies to the supervisor. Regularly collaborate with students, faculty and staff to efficiently use Smart Classroom Technology.

Salary: Clerical Schedule, Group II

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Associates degree preferred; comparable training or experience will be considered. Experience using Interactive Displays (Smart Boards), computer Whiteboards, and/or Audio/Video controls or experience will be considered.

Experience & Training: Demonstrate computer competency skills such as adjusting display resolution, loading a program, searching for a file and connecting a video conference meeting. Diagnose, facilitate or resolve lecture connection failures, audio/video failures, and other problems related to Smart Classroom equipment and software. A demonstrated commitment to providing exceptional customer service to students, faculty, and staff. Effective communication, presentation and organizational skills, with the ability to exercise tact and discretion, and attention to detail and follow through.

Additional Qualification Requirements: High energy, outgoing personality and professional attitude. Able to complete tasks independently with a very high quality of performance. A demonstrated commitment to providing exceptional customer service to students, faculty, and staff. Excellent oral and written communication skills, strong interpersonal skills, and the ability to work in a team environment. Strong commitment to public services. Ability to prioritize work assignments in a busy work environment. This job operates in a professional office environment. Routinely use standard office equipment such as computer, phones, photocopies, and filing cabinets. Prolonged periods walking, standing, bending stretching, pushing, pulling, climbing ladders or kneeling. Specific vision abilities may require close vision, distance vision, color vision, peripheral vision, depth perception and an ability to focus.

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.

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