



SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

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

Title: Welcome Front Desk Clerk

Job ID: 232432710301

Campus: Uvalde

Closing Date: April 19, 2024

Job Duties: Responsible for front desk receptionist duties. Greets students, parents and visitors and responds to students, parents and visitors requests as appropriate. Manages phones (answering calls, redirecting calls, taking messages, placing calls) and ensures optimal level of service to students, parents, visitors and staff. Creates a welcoming, neat and organized office and lobby environment. Uses courteous and professional manner when responding to the online chat. Must be resourceful and able to transfer calls to appropriate office. Assists with parking permits, print out schedules, evals, etc. Operates various types of office equipment, directs and expedites communication between faculty, staff, students and the public. Performs all other functions as assigned by the immediate supervisor for efficient office operation such as: student degree plans, student class schedules, visitor check-in and various admissions office data entry. Assist with institutional events on and off campus. Work rules, code of conduct and other policies are part of the essential functions of the job. Must possess the ability to communicate effectively with students, college personnel and the public.

Salary: Commensurate with education and experience. Twelve-month position contingent upon funding. 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 or comparable training or experience.

Experience & Training: Requires at least two years' experience in a computerized office environment that includes demonstrable use of Microsoft Office Suite in particular, Access for database management. Receptionist, clerical duties or related experience. Experience with Colleague and other higher education software will be considered a plus.

Additional Preferred Qualification Requirements: Requires discretion and specialized knowledge. Proficient organizational and communications skills. Work independently with 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, age, disability, or veteran status.
An Affirmative Action/Equal Opportunity Institution