



Title: Administrative Assistant, Professional Development & Dual Credit

Job ID: 242506710301

Campus: Uvalde

Closing Date: January 1, 2025

Job Duties: Provides clerical and administrative assistance to the Professional Development Office and the Dual Credit Department under the oversight of the Dean of Instructional Services and School District Partnerships. The day-to-day supervision of the Administrative Assistant will come from the Dean's designee(s). Oversees all aspects of general office coordination, to include: preparing travel and meeting arrangements, agendas and minutes; coordinating direct mailings and working on special events; enters, maintains and updates data for filing systems in both paper and electronic (database) formats; responds to phone calls and emails; takes messages and fields questions from faculty, staff, and stakeholders at school districts, and other off-campus sites on routine matters related to the office. Maintains and facilitates effective use of calendars to coordinate work flow and meetings. Travel to school districts and off campus sites on occasion. Responsible for other duties and assignments deemed necessary to efficiently operate the Professional Development Office and the Dual Credit Department. Maintains confidentiality in all aspects of student, staff and college information. Security-sensitive position. Some weekends and travel may be required for trainings and/or special events.

Classification: Full-time, Non-Exempt

Department: Professional Development & Dual Credit

Salary: Clerical 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: Associate's Degree preferred.

Experience & Training: Minimum three years' full-time experience in an Assistant position of similar responsibility level. Experience using Microsoft Office (Word, Excel, Access, and PowerPoint) and Colleague preferred.

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 SWTX insurers. Must pass the TDCJ background check as a condition of employment.