



SOUTHWEST
TEXAS★COLLEGE

HUMAN RESOURCES
EMPLOYMENT OPPORTUNITY

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Title: Alumni and Community Relations Coordinator
Campus: Uvalde

Job ID: 252663710101
Closing Date: September 3, 2026

Job Duties: Seeking an engaging Coordinator to connect our students and alumni with local employers, donors, and community leaders. Working closely with the External Relations team and the College Foundation and Friends and Alumni Network. This individual will lead alumni programming, expand career pathways, coordinate key events, and support philanthropic initiatives that drive student success. Perform all other functions as assigned by the Supervisor. Work rules, code of conduct, and other policies are part of the essential functions of the job. Non-traditional working hours, evening and weekend events may apply. The omission of specific duties does not exclude them from the position if work is similar, related, or a logical assignment to the position. Performs duties as assigned. Security-sensitive position.

Classification: Full-time, Exempt

Department: External Relations

Salary: Professional Schedule Group III; twelve-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: Bachelor's degree in Communications, Marketing, Public Relations, Business, Higher Education, or a related field (relevant experience considered in lieu of education).

Experience & Training: Two years of experience in alumni relations, community outreach, fundraising, PR, marketing, or event planning.

Additional Qualification Requirements: Strong written/verbal communication, relationship-building, event coordination, and proficiency in MS Office and database management. Bilingual (English & Spanish). Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. The candidate must be authorized to work in the U.S., provide verifiable credentials, and successfully complete the reference and background check specified for the position. Possible travel required to other geographic locations served by the college. Must have a valid driver's license and be insurable through SWTX insurers.