



Title: Teller/Receptionist

Job ID: 242544710302

Campus: Del Rio

Closing Date: July 22, 2025, or Until Filled

Job Summary: Teller/Receptionist is responsible for controlling the flow of customers and providing them with the appropriate assistance and service; maintaining and balancing cash drawers daily. Verifies and receipts all monies received from students and on campus departments. Assist other college departments in when necessary. Assist with SWTX recruiting efforts.

Performs all other functions as assigned by immediate supervisor for efficient operation. Work rules, code of conduct, dress code, and other policies are part of the essential functions of the job. Ability to communicate effectively with students, college personnel, and the public. Security Sensitive Position.

Classification: Full-time, Non-Exempt

Department: Del Rio Outreach Center

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: Associates degree preferred; one year of college or equivalent related experience and training.

Experience & Training: Microsoft Office, working knowledge of Colleague software helpful. Excellent written and verbal communication skills.

Additional Qualification Requirements: Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. 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. 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. Travel required to other locations served by the college.