



Title: Admission & Registrars' Administrative Assistant

Job ID: 252624710303

Campus: Eagle Pass

Closing Date: March 8, 2026

Job Summary: : Responsible for secretarial and receptionist duties. This person is under the direct supervision of the Administrative Services Coordinator. This person is responsible for assisting with registration, collecting and processing student records to include transcripts, admission applications, test scores, and vaccine records. Operates various types of office equipment, directs and expedites communication between faculty, students, and the public. Assists the Administrative Services Coordinator in scheduling TSI testing. Performs all other functions as assigned by the immediate supervisor for efficient office operation. Responsible for supervising, training, and reviewing performance of work-study students. 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.

Classification: Full-time, Non-Exempt

Department: Admissions & Student Services

Salary: Clerical, 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 or comparable training or experience in a related field.

Experience & Training: Requires at least three years' experience in computerized office environment that includes demonstrable use of Microsoft Office skills, Access for database management. Experience with Colleague and other higher education software will be considered a plus.

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. The candidate must be authorized to work in the U.S., provide verifiable credentials, and successfully complete the background checks specified for the position. Must have a valid driver's license and be insurable through SWTX insurers. Travel is required to other locations served by the college.