



Title: Carl Perkins Coordinator/Dean's Administrative Assistant

Campus: Uvalde

Job ID: 242542710101

Closing Date: Until Filled

Job Summary: Reports to the Deans of Applied Sciences and Liberal Arts. According to principles of the Carl D. Perkins Grant, will: assist students in applying for Perkins services; process and review Perkins applications for special population students; process student child care and travel vouchers; maintain lending library and inventory; prepare expenditure reports and assist in preparing quarterly reports, amendments and applications; prepare/update marketing materials; maintain student database and files; monitor grant compliance. Will interact with SWTX staff tasked with aspects of the Perkins Grant, including the Strategic Innovation & Research Office. Will support program advisory committee meetings, events, and communicate with industry partners as defined in Perkins guidelines. Additionally, will assist the Deans with office responsibilities, college events, and other tasks as needed.

Classification: Full-time, Non-Exempt

Department: Carl Perkins Office/Dean's Office

Salary: Clerical 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: Associate's degree required.

Experience & Training: Minimum three years' full-time experience in a business position of similar responsibility level. Experience using Microsoft Office Suite.

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.