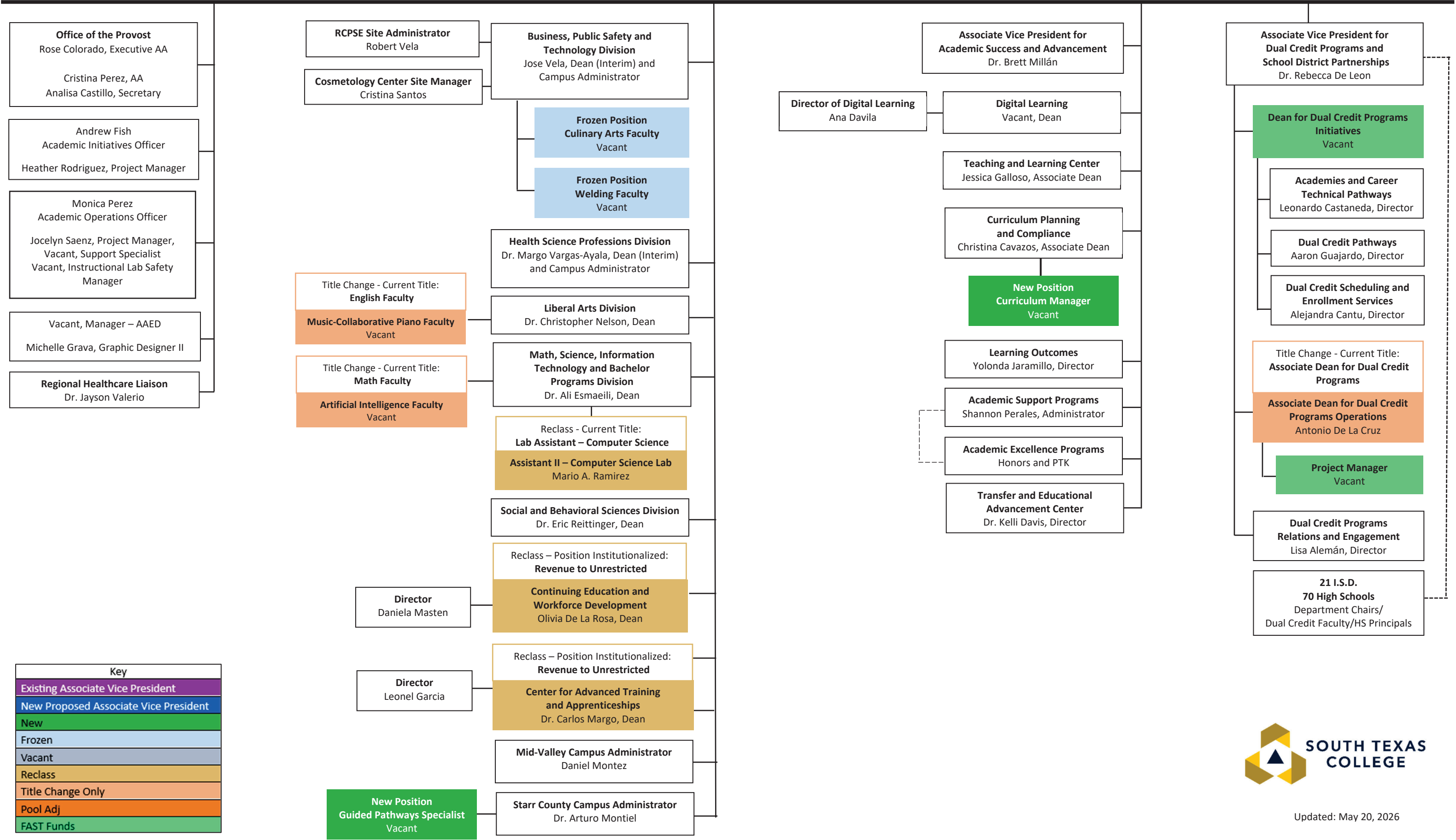


Division of Academic Affairs and Economic Development

Dr. Anahid Petrosian, Vice President and Provost
Organizational Chart 2026-2027



South Texas College Classification Description

Title: Dean - Continuing Education and Workforce Development

Department: Continuing Education and Workforce Development

Reports to: Vice President and Provost for Academic Affairs and Economic Development

Pay Grade: Executive Administrative Professional- 13

Salary Range: \$110,384.00- \$155,601.00

Date: 02/27/2023

FLSA Status: Exempt

General Statement of Job

The Dean of **Continuing Education and Workforce Development** provides visionary, results oriented leadership in delivering quality educational opportunities for lifelong learners and custom training for businesses, industry, and area companies in Hidalgo and Starr counties. Responsible for developing, managing, and administering programs in the areas of Adult Basic Education, Customized Workforce Training, Personal Enrichment, and Professional Education and Development. Collaborates with the division of Institutional Advancement and Economic Development to develop innovative non-credit programs for the community. Works closely with Academic Deans to develop non-credit to credit pathways

Specific Duties and Responsibilities

Essential Functions:

1. Provides leadership for the development, implementation, and evaluation of adult basic education, continuing education, customized workforce training programming, personal enrichment, and professional education and development in response to the needs of the community.
2. Provides entrepreneurial leadership and accountability for operation of a financially self-sustaining unit of the College.
3. Responsible for accountability and sound fiscal management of the Continuing Education, Professional, and Workforce Education department budget and for maintaining a self-sustaining operation.
4. Fosters collaborative partnerships within the College and externally with all segments of the community, agencies, businesses, and organizations.
5. Develops annual department staffing plan and oversees the recruitment, hiring, management, evaluation, and development of staff, trainers, and training

Dean- Continuing Education and Workforce Development

- consultants.
6. Works closely with key academic affairs and student services personnel to integrate non-credit continuing education programs with credit programs.
 7. Develops short and long-term plan for implementing and expanding online processes for registration and other automated operational functions.
 8. Responsible for the development, implementation, and compliance with federal, state, and local grants and contracts.
 9. Responsible for department inventory and controls, course curriculum, program quality, policy formulation and interpretation, enrollment data, course attendance records, and oversight of personnel timekeeping records.
 10. Facilitates the purchasing of suitable diagnostic tests, textbooks, materials, and other instructional resources as necessary for continuing education, customized workforce training activities, and other departmental programming activities.
 11. Leads the strategic planning process to establish goals, action plans, and institutional effectiveness (IE) plans leading to increased annual enrollment and recovery of costs for self-sustaining funding of the department.
 12. Submits required reports to College administrators and regulatory bodies.
 13. Develops and spearheads marketing and promotional activities to promote student enrollment, responsiveness to community needs, and public awareness of departmental capacity achievements and activities.
 14. Serves as a member of college councils, committees, and task forces and represents the College at conferences and meetings.
 15. Meets regularly with local, regional, and state government representatives to discuss and evaluate strategies that support workforce education.
 16. Negotiates the acquisition of capital equipment to support training activities and programs.
 17. Secures grants, contributions, and other funding sources to support continuing education and workforce training.
 18. Maintains familiarity with the College's programs, academic standards, policies, and procedures.
 19. Travels throughout the college district, as needed.
 20. Recommends for hire, supervises, trains, mentors, and evaluates all administrators of the Continuing Education, Workforce Training, and Economic Development department; oversees the Continuing Education, Workforce Training, and Economic Development staff.
 21. Performs other duties as assigned.

Required Education and Experience

1. Master's degree in Education or related field required; Doctorate degree preferred.
2. At least five (5) years of experience in any of the following or combined areas: adult education, continuing education, workforce training, customized training, or other relevant experience required; with a minimum of two (2) years of progressive administrative/supervisory experience required.

Dean- Continuing Education and Workforce Development

3. Knowledge of non-credit continuing education, program development, operations, management, marketing, and grant development preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook) and internet research skills.
3. Demonstrated ability to develop partnerships and procure necessary resources.
4. Ability to prioritize and manage multiple projects that require demonstrated leadership ability in an environment of rapid growth and change.
5. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
6. Ability to analyze situations quickly and objectively and to determine proper course of action.
7. Detail and deadline oriented with a solid background in program development, operations, management, marketing, and grant development.
8. Knowledge of potential applications for automation of continuing education systems to optimize efficiencies and streamline processes.
9. Team player with the ability to collaborate with all departments, functions, and support services of the College.
10. Ability to apply basic accounting and develop financial revenue and expenditure projections for a self-sustaining unit of the College.
11. Strong management, operations, business, and accounting skills.
12. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
13. Demonstrated commitment to achieving the vision and mission of South Texas College.
14. Ability to conduct academic research, read, analyze, and interpret, professional journals, technical procedures, or governmental regulations.
15. Ability to write reports, business correspondence, and procedure manuals.
16. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and/or Board of Trustees.
17. Ability to demonstrate critical thinking skills, defining and solving potential problems, collect data, establish facts, and drawing valid conclusions, with ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Applying pressure to an object with the fingers and palm.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Standing particularly for sustained periods of time.
9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading.
10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College Classification Description

Title: Dean -Center for Advanced Training and Apprenticeships

Dept: Center for Advanced Training and Apprenticeships

Reports to: Vice President and Provost for Academic Affairs and Economic Development

Pay Grade: Executive Administrative Professional – 13

Salary Range: \$110,384.00 - \$155,601.00

Date: 02/28/2023

FLSA Status: Exempt

General Statement of Job

The Dean provides leadership, administrative and operational direction for the College's Office of Industry Training and Economic Development (ITED), which encompasses The North American Advanced Manufacturing Research and Education Initiative (NAAMREI) The Institute for Advanced Manufacturing (IAM) and other workforce and economic development initiatives.

Specific Duties and Responsibilities

Essential Functions:

1. Provides leadership and administrative direction for all core operational functions for the College's advanced manufacturing and related initiatives, to The North American Advanced Manufacturing Research and Education Initiative (NAAMREI) and The Institute for Advanced Manufacturing (IAM). Such functions include but are not limited to: asset control and procurement, management, budget, planning, finance, quality, efficient productivity, marketing/public relations, personnel, internal training, and technology management.
2. Coordinates the development of non-credit programs with chambers, economic development organizations and business organizations to promote entrepreneurship activities in the region.
3. Fosters collaborative partnerships with the community and College.
4. Interfaces with key College administrators to integrate noncredit Continuing Education programs with credit programs on campus.
5. Meets regularly with the STC Continuing, Professional and Workforce Education staff to develop and foster collaborative training initiatives.
6. Leads the strategic planning process to establish realistic goals, action plans, and institutional effectiveness (IE) plans.
7. Submits required reports to college administrators and regulatory bodies.
8. Develops linkages with local businesses, assesses training needs, and prepares proposals for training programs and implements approved programs.
9. Directs efforts to provide workforce training and development to area industry, business, and government.

Dean- Center for Advanced Training and Apprenticeships

10. Develops, packages, and markets fee based and grant funded training programs to clients.
11. Identifies new sources of revenue and funding.
12. Directs customized contract training and expands into international markets.
13. Secures and administers local, state and federal workforce development funding for the ITED.
14. Serves as grant writer for ITED and regularly writes and submits grants to local, state and federal funding agencies.
15. Collaborates and meets regularly with community, business and industry leaders to determine workforce training needs which include: conducting employee assessments, identifying curriculum and training materials, designing customized programs to address client needs, negotiating contracts for delivery of services.
16. Meets regularly with local, regional, and state government representatives to discuss strategies and evaluate government initiatives that support local workforce training initiatives.
17. Leads and directs regional training efforts, oversees daily operations, and negotiates the acquisition of equipment to support training activities and programs.
18. Collaborates with economic development agencies to deliver advanced training services and programs to support new and expanding local industries in the Rio South Texas Region.
19. Represents the College in meetings and workshops with Economic Development Organizations and their business and industry prospects.
20. Prepares, recommends and administers the annual budget, policies and operating procedures for ITED.
21. Secures institutional certifications from external accrediting bodies.
22. Represents the College at the local, state and federal level and with regulatory agencies, boards, committees and advisory councils.
23. Provides contract oversight and management to ensure compliance of ITED grant funds.
24. Provides quality assurance oversight to all ITED projects and initiatives.
25. Regularly reviews department curricula to ensure quality and relevance and recommends modifications as needed.
26. Coordinates the preparation of Quarterly Progress Reports.
27. Ensures that ITED initiatives are aligned with college wide goals and objectives.
28. Supervises the ITED Staff and IAM Training Manager.
29. Calculate monthly revenue quotas for staff.
30. Organize regional conferences with relevant topics for business, industry and the community.
31. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree in relevant field required; Master's Degree or Doctorate preferred.

Required Knowledge, Skills and Abilities

1. Demonstrated leader with energy, vision, entrepreneurial spirit and integrity.
2. Responsible to work with the ITED leadership team to develop operational and strategic plans.
3. Must provide oversight responsibilities for ITED.

Dean- Center for Advanced Training and Apprenticeships

4. Ability to develop partnerships and collaborative efforts with government, business, industry and other institutions of higher education
5. Experience in implementation of exemplary customized and contracted training programs.
6. Budgeting, financial management and grants/contract compliance skills.
7. Demonstrated success in program development, compliance and management.
8. Employment experience in private sector is highly desirable.
9. Excellent interpersonal and writing skills.
10. Strong commitment to the community college philosophy.
11. Understanding of the stresses and rewards associated with the building of a new community college responding to industry training needs.
12. Ability to be effective within a multi-cultural community.
13. Ability and willingness to work evenings and weekends as needed.
14. Bilingual English/Spanish preferred.
15. Excellent oral presentation skills.
16. Ability to lead a group of more than 100 regional business, industry, governmental, educational, and economic development organizations.
17. Ability to read, analyze, interpret and synthesize common scientific and technical journals, financial reports, and legal documents.
18. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.
19. Ability to communicate information to top management, public groups, and/or boards of directors.
20. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
21. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
5. Standing particularly for sustained periods of time.
6. Ability to make rational decisions through sound logic and deductive processes.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and

Dean- Center for Advanced Training and Apprenticeships

- concisely.
8. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

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South Texas College Classification Description

Title: Dean for Dual Credit Programs Initiatives

Dept: Dual Credit Programs

Reports to: Associate Vice President of Dual Credit Programs and School District Partnerships

Pay Grade: Executive Administrative Professional – 13

Salary Range: \$110,384-\$155,601

Date: 03/22/2026

FLSA Status: Exempt

General Statement of Job

The Dean of Dual Credit Programs Initiatives provides leadership for the assessment, implementation, growth, and continuous improvement of Dual Credit academic, workforce, and career pathway initiatives. Reporting to the Associate Vice President for Dual Credit Programs and School District Partnerships, the Dean advances strategic initiatives that support student access, enrollment, persistence, completion, and postsecondary transition across Dual Credit Programs through close collaboration with school district stakeholders at all levels, and College leadership to strengthen dual credit access, pathways, and overall student success.

The Dean oversees the Director for Dual Credit Scheduling and Enrollment Services, Director for Dual Credit Pathways, and Director of Academies and Career Technical Pathways, ensuring alignment of initiatives with institutional priorities, school district needs, and state and accreditation requirements. The position works collaboratively with internal college leadership and school district partners to expand innovative instructional models, designated and comprehensive high school strategies, and structured pathways that create seamless transitions from high school to college and career.

Specific Duties and Responsibilities

Essential Functions:

1. Provides leadership and oversight of Dual Credit Programs Initiatives, including Dual Credit Pathways, Academies and Career Technical Pathways, and Dual Credit Scheduling and Enrollment Services.
2. Provides leadership in assessing instructional, workforce, and college-readiness needs of partnering school districts and develops initiatives responsive to those needs.
3. Collaborates with school district school district stakeholders at all levels, and College leadership to strengthen dual credit access, pathways, and student success.
4. Guides the development and expansion of structured academic and career pathways that support seamless high school-to-college-to-career transitions.
5. Supervises the Directors for Dual Credit Scheduling and Enrollment Services, Dual Credit Pathways, and Academies and Career Technical Pathways.

Dean for Dual Credit Programs Initiatives

6. Leads the development, implementation, and evaluation of innovative dual credit academic and workforce initiatives aligned with the College's strategic goals.
7. Collaborates with the Associate Vice President for Dual Credit Programs and School District Partnerships to operationalize the institutional dual credit strategic plan.
8. Oversees the development and implementation of partnering school district strategies and approved instructional plans to ensure aligned, high-quality academic and workforce pathways.
9. Supports the identification of prospective Dual Credit Faculty with partnering school districts.
10. Oversees the alignment of dual credit initiatives with enrollment management goals, including access, persistence, and completion.
11. Evaluates the quality, effectiveness, and outcomes of dual credit initiatives and formulates recommendations for continuous improvement.
12. Provides leadership in the coordination and utilization of dual credit systems, and software in collaboration with the Associate Dean for Dual Credit Programs Operations.
13. Collaborates with operational leadership to ensure initiatives align with faculty credentialing requirements, instructional delivery expectations, and accreditation standards.
14. Serves as a college representative in meetings, committees, and partnerships related to dual credit initiatives at the local, regional, and state levels.
15. Ensures initiatives comply with Texas Higher Education Coordinating Board (THECB) rules, National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation standards, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements.
16. Maintains knowledge of the College's programs, policies, procedures, academic standards, and applicable federal, state, and local laws and regulations.
17. Travels throughout the College district and service area, as required.
18. Serves as a Campus Security Authority.
19. Performs other duties as assigned.

Required Education and Experience

1. Master's Degree required. Major in educational administration, business, or related field preferred; Doctorate preferred.
2. At least five (5) years of work experience in post-secondary dual credit programs required.
3. At least three (3) years of progressive administrative/supervisory experience in higher education is required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Ability to work effectively with academic-transfer, technical, and developmental education programs in a multi-campus environment.
3. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
4. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.

Dean for Dual Credit Programs Initiatives

5. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
6. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to analyze situations quickly and objectively and to determine proper course of action.
9. Team player with the ability to collaborate with all college departments, functions, and other support services.
10. Ability to write reports, business correspondence, and procedure manuals.
11. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, THECB and SACSCOC regulations, governmental regulations, and Legislative policy.
12. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions.
14. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Standing particularly for sustained periods of time.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
6. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
7. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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Dean for Dual Credit Programs Initiatives

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South Texas College Classification Description

Title: Project Manager - Dual Credit Programs

Department: Dual Credit Programs and School District Partnerships

Reports to: Associate Dean for Dual Credit Programs Operations

Pay Grade: Executive Administrative Professional (EAP-4)

Salary Range: \$58,789.00 - \$86,369.00

Date: 03/26/2026

FLSA Status: Exempt

General Statement of Job

The Project Manager is responsible for the overall quality of direction, coordination, implementation, and timely completion of projects and ad hoc assignments within the Division of Dual Credit Programs in accordance with its mission and goals.

Specific Duties and Responsibilities

Essential Functions:

1. Creates and executes full-scale project work plans and schedules as appropriate for the projects being initiated or managed by the Division of Dual Credit Programs.
2. Plans, schedules, manages and evaluates the day-to-day operation and execution of project tasks with a focus on meeting project commitment and target completion date.
3. Monitors and regulates the use of resources and assignment of personnel for the projects.
4. Tracks project deliverables and assures their quality.
5. Provides direction and support to Dual Credit Programs project teams and office staff ensuring high levels of motivation, collaboration, and performance.
6. Prepares and coordinates the preparation of periodic and special reports, including monthly and weekly activity reports, financial reports, Institutional Effectiveness (IE) plans and reports, division proposals and other reports as assigned.
7. Facilitates workflow and communication between offices and departments in the division and outside division, including disseminating information, tracking projects and assigned tasks, managing communications, evaluating feedback and coordinating projects.
8. Leads and works in cross-functional project teams and task forces in addressing concerns, formulating solutions, implementing changes, and improving overall quality and service in the division and the college.
9. Schedules and facilitates project team meetings.
10. Continually identifies, prioritizes, and mitigates project risks.
11. Prepares and develops reports on on-going initiatives.
12. Prepares flowcharts, process maps, timelines, trend analysis, and graphs to depict processes, historical data, and projects.
13. Identifies opportunities for process improvements within project scope.
14. Creates and updates marketing materials for different media, including brochures,

Project Manager – Dual Credit Programs

- flyers, newsletters, event materials, and other marketing materials for the promotion of courses and programs.
15. Travels throughout the college district, as needed.
 16. Performs other duties as assigned.

Required Education and Experience

- Bachelor's degree required.
- At least three (3) years of experience related to the specified duties and responsibilities, required.
- Experience working in higher education, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Demonstrated knowledge in handling multiple projects, large budgets, making difficult decisions and implementing action plans in a cooperative yet responsive team environment to achieve desired goals.
4. Proven excellence in planning, decision-making and organization.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
10. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
11. Ability to write speeches and articles for publication that conform to prescribed style and format.
12. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, public groups, regulatory agencies, and/or Board of Trustees.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions.
14. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

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4. Ability to make rational decisions through sound logic and deductive processes.
5. Applying pressure to an object with the fingers and palm.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Standing particularly for sustained periods of time.
9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College

Classification Description

Title: Manager- Curriculum, Planning and Compliance

Department: Curriculum, Planning & Compliance

Reports to: Associate Dean – Curriculum, Planning & Compliance

Pay Grade: Professional/Technical Exempt – EAP5

Salary Range: \$65,550-\$96,302

Date: 02/02/2026

FLSA Status: Exempt

General Statement of Job

The Curriculum Manager monitors compliance of curricula to ensure alignment with state and regulatory requirements, including the interpretation of new or revised state policies and the implementation of required changes across academic programs; leads the technology-based infrastructure and maintains the data integrity relating to curriculum and scheduling in the college's registration system; develops processes for implementation and risk management related to third party software applications for scheduling, college catalog, degree audit, syllabi and course evaluations; analyzes and makes recommendations regarding software solutions to meet scheduling and/or compliance needs; collaborates closely with cross-functional teams and participates in institutional committees to support strategic initiatives; develops and coordinates technical training for faculty related to curriculum platforms; supports the Associate Dean with ensuring the maintenance of professional standards and efficient progress and completion of critical curriculum and scheduling processes are met; leads audits and reports relating to program development, scheduling, curriculum, Institutional Effectiveness plans and other reports as assigned.

Specific Duties and Responsibilities

Essential Functions:

1. Monitors compliance of curricula to ensure alignment with state and regulatory requirements, including the interpretation of new or revised state policies and the coordinated implementation of required changes across academic programs.
2. Assists with the program development process and procedures and ensures the required standards in program development are met.
3. Provides direct support and expert consultation to Deans, Departments Chairs, faculty, and instructional staff regarding the process for development of new academic or workforce education programs and courses.
4. Manages the annual maintenance and publication of online Catalog through collaboration with the Curriculum & Scheduling Coordinator.
5. Designs and develops resources and materials for training/workshops for all curriculum third-party applications.
6. Manages data related to courses and curriculum management systems.
7. Manages the technology-based infrastructure relating to curriculum and scheduling.
8. Develops processes for implementation and risk management related to third party software applications for scheduling, college catalog, degree audit, syllabi and

Manager -Curriculum, Planning, and Compliance

- course evaluations.
9. Analyzes and makes recommendations regarding software solutions to meet scheduling and/or compliance needs; collaborates with other divisions and the SACSCOC liaison to ensure standards and compatibility of system needs are met.
 10. Maintains and collaborates with vendors for all the department's third-party software applications.
 11. Develops specialized reports for online student evaluations of faculty for state regulatory compliance.
 12. Manages the maintenance of all information system data related to curriculum (i.e. course inventory, major codes, and program inventory and course prerequisites), course schedule maintenance, and the student advising system.
 13. Manages the collection and publishing of faculty curriculum vitae and section outlines to comply with state and/or legislative requirements.
 14. Collaborates with the Admissions & Records, Student Financial Services, Student Finance departments regarding curriculum and scheduling matters.
 15. Leads and/or participates in institutional committees and task forces providing expertise, guidance, and strategic input to support college-wide planning.
 16. Leads and/or participates with cross-functional teams and taskforces to address curriculum concerns, formulating solutions, implementing changes and improving overall quality and service in the department.
 17. Supports the development and revision of narrative submissions required for accreditation compliance.
 18. Assists with the Academic Calendar Committee activities and proposed draft calendar.
 19. Supports the Associate Dean of Curriculum, Planning & Compliance with audits and reports relating to program development, scheduling, curriculum, Institutional Effectiveness plans and other reports as assigned.
 20. Maintains familiarity with the College's programs, policies, procedures and academic standards.
 21. Develop and maintain standard operating procedures for curriculum and scheduling operations.
 22. Assists the Associate Dean of Curriculum, Planning & Compliance by leading special projects related to curriculum and scheduling processes.
 23. Represents the Associate Dean of Curriculum, Planning & Compliance at various assigned meetings to provide guidance on department-related matters.
 24. Recommends for hire, supervises, trains and evaluates the Curriculum and Scheduling Coordinator.
 25. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required; Master's preferred.
2. At least three (3) years of supervisory experience with public schools, community colleges, and/or universities required.
3. Work experience with systems and software packages regarding curriculum and scheduling, preferred.
4. Work experience related to curriculum development and/or scheduling in a higher education setting, preferred.

Required Knowledge, Skills and Abilities

Manager -Curriculum, Planning, and Compliance

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.
4. Ability to analyze situations quickly and objectively and to determine proper course of action.
5. Team player with the ability to collaborate with all college departments, functions, and other support services.
6. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
7. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read, analyze, and interpret complex statistical assessments, general business periodicals, professional journals, technical procedures, or governmental regulations.
10. Ability to effectively present information and respond to questions from executive management, faculty, staff, public groups, and/or Board of Trustees.
11. Ability to write reports, business correspondence, and procedure manuals.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions.
14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College Classification Description

Title: Guided Pathway Specialist

Department: Starr County Campus

Reports to: Starr County Campus Administrator

Pay Grade: Executive Administrative Professional (EAP-2)

Salary Range: \$47,507.00 - \$69,794.00

Date: 02/09/2026

FLSA Status: Exempt

General Statement of Job

The Guided Pathway Specialist provides advisement, degree planning, and case management for students in the Meta Majors. Tracks and monitors students' progress through case management and conducts interventions as necessary to ensure student success. Facilitates FTIC students' participation in the Starfish Assignment Activity. Assists in the daily operations and report analysis for the early alert system. Facilitates the transition of students who have completed general advising activities to designated department chairs for assignment to faculty advisors.

Specific Duties and Responsibilities

Essential Functions:

1. Provides advisement, degree planning, and case management for students in the meta majors.
2. Reads, analyzes, and interprets higher education degree plans.
3. Tracks and monitors students' progress through case management, including meeting with students regularly, to ensure academic success.
4. Monitors student progress of assigned students and troubleshoots issues by connecting students to the College resources.
5. Provides advisement and degree planning for students within the meta major, enrolls students in courses, and performs course overrides as approved by department chair.
6. Guides and provides information to students who are assigned to a specific cohort and refers program information about meta majors.
7. Acts as the liaison for the early alert system for the assigned students. Receives lists of students flagged by faculty and contacts students to provide assistance to get students back on track.
8. Facilitates the activity of assigned Starfish Assignments and Intake Survey to explore the meta majors and learn about specific majors within the meta major.
9. Facilitates the transition of students who have completed their general advising activities to designated department chairs for assignment to faculty advisors.
10. Attends the division meeting for the assigned meta major and participates in the team meetings for the meta majors.

11. Assists Chairs with students who need assistance by connecting in-person or virtually with students to address and resolve their issues.
12. Assists the with daily Starfish functions to expand use of technology by students, faculty, and support staff.
13. Maintains knowledge of the College's programs, policies, procedures, academic standards, admissions process, entrance tests, degree plans, and courses.
14. Travels throughout the college district, as needed.
15. Serves as Campus Security Authority.
16. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree required.
2. At least two (2) years of experience in advising, registration, financial aid, counseling, or student services in a higher education institution, preferred.
3. Experience in case management, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Knowledge of specific needs for Special Populations.
4. Knowledgeable in Starfish, Degree Works and/or other online advisement tools.
5. Bilingual, English/Spanish, preferred.
6. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
7. Ability to work independently as well as a team player within department and with others.
8. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
9. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
10. Demonstrated commitment to achieving the vision and mission of South Texas College.
11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
12. Ability to write routine reports and correspondence.
13. Ability to effectively present information and respond to questions from groups of students, faculty, staff, and the general public.
14. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
4. Human Resources certification, preferred.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Sitting particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College

Classification Description

Title: Assistant II - Computer Science Lab

Department: Computer Science

Reports to: Program Chair

Pay Grade: Administrative Technical Support- 4

Salary Range: \$39,520-\$55,702

Date: 05/4/2026

FLSA Status: Non-Exempt

General Statement of Job

Provides assistance with classroom needs and equipment in the Computer Science department.

Specific Duties and Responsibilities

Essential Functions:

1. Installs computer software and hardware.
2. Communicates and maintains cooperative relationships with students, staff and faculty.
3. Tutors in C++, C#, Java, Microsoft Office, Assembly, SQL, Python, Web Development, Linux, and networking.
4. Monitors and troubleshoots the overall computer system.
5. Assists instructors with class activities.
6. Reads, interprets and applies complex technical publications, manuals and other documentation.
7. Maintains inventory of consumable supplies and ensures security of each item.
8. Performs other duties as assigned.

Required Education and Experience

1. Associate's Degree in Computer Science or related field required; Bachelor's Degree preferred.
2. Minimum two (2) years of relevant experience required.
3. CompTIA Network+ Certification or equivalent preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Knowledge of courses in general computer literacy containing introductory

microcomputer application such as word processing, spreadsheets, Excel, and data base management systems; operating systems such as DOS, Windows, NetWare, and UNIX; and programming languages such as C, and Pascal.

4. Broad background in software applications, programming and networking.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
9. Ability to effectively present information and respond to inquiries from groups of students, faculty, and staff.
10. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
11. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet. Crouching: Bending the body downward and forward by bending leg and spine.
5. Bending the body downward and forward by bending leg and spine.
6. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
7. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
8. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
9. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
10. Bending legs at knee to come to a rest on knee or knees.
11. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

12. Ability to make rational decisions through sound logic and deductive processes.
13. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
14. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
15. Extending hand(s) and arm(s) in any direction.
16. Substantial movements (motions) of the wrist, hands, and/or fingers.
17. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
18. Standing particularly for sustained periods of time.
19. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
20. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
21. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading. Including color, depth perception, and field vision.
22. Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
23. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College

Job Description

Job Title: Faculty – Culinary Arts Instructor

Department: Division of Business, Public Safety & Technology

Reports to: Department/Program Chair and Division Dean

FLSA Status: Exempt

Prepared Date: February 15, 2001; Revised May 19, 2003; Revised July 30, 2013; Revised March 17, 2015; Revised June 11, 2025

Job Description

SUMMARY

South Texas College is a comprehensive institution, which places primary emphasis on excellence in classroom instruction. Faculty members are expected to demonstrate and maintain competence in each of the following areas throughout their employment at the College.

Full time faculty may be eligible for additional compensation via special assignments, educational stipends, and/or overloads.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Mastery of Subject Matter:

- Demonstrates a thorough and accurate knowledge of the field or discipline
- Possesses appropriate educational/professional credentials to teach in field or discipline
- Attempts to connect subject matter with related fields
- Maintains currency in subject matter through professional development

2. Teaching Performance:

- Plans and organizes instruction in ways which maximize student learning
- Effectively employs teaching and learning strategies that promote student engagement
- Modifies instructional methods and strategies to meet students' needs
- Effectively employs available instructional technology when appropriate
- Encourages the development of communication skills and higher order thinking skills through appropriate assignments
- Effectively communicates subject matter content to student
- Contributes to the selection and development of instructional materials

3. Evaluation of Student Learning:

- Participates in the development, implementation, and assessment of departmental student learning outcomes
- Develops and uses evaluation methods, which fairly measures student progress toward outcomes
- Evaluates and expeditiously returns student work to promote maximum learning
- Maintains accurate records of student progress
- Submits final grade rosters and supporting documents according to established deadlines

4. Support of College Policies and Procedures:

- Maintains familiarity with and adheres to College Policies and Procedures
- Fulfills requirements of Faculty as set forth in the letter of employment

- Maintains regular office hours to ensure accessibility to students and colleagues
 - Prepares, distributes, and submits syllabi and approved course outlines for all assigned sections in accordance with program, division and College procedures
 - Prepares and submits Financial Aid Attendance Rosters, Census Rosters, Progress Reports and Learning Outcome Data, by the respective deadlines each semester
 - Assures confidentiality
5. Participation in College, Division, and Program Activities:
- Serves on College, divisional, and program committees, teams and task forces as assigned.
 - Attends meetings and events as required by College administration.
 - Participates in professional activities which contribute to the educational goals of the College and its constituents
 - Responds in a timely fashion to information requests from College and division administrators and program chairs
 - Fosters and maintains effective working relationships with students, colleagues, and supervisors
 - Assists the chair in developing, reviewing, and revising curriculum
6. Contribution to the Growth and Enhancement of College Mission and Programs:
- Participates in student advising
 - Maintains familiarity with College goals, mission, and long-range plans
 - Contributes to planning and development processes through appropriate channels
 - Performs professional responsibilities in accordance with pertinent goals, mission, and plans of College, division, and program
 - Facilitates recruitment and retention of students
7. Performs other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must possess appropriate academic preparation
2. Must be able to provide official transcripts and/if transcripts are earned from a foreign teaching institution, then must be able to provide an evaluation indicating that this education is equivalent to or beyond the qualifications required This evaluation must be from an approved evaluation service
3. Excellent communication skills, both oral and written; excellent interpersonal skills
4. Excellent organizational skills
5. Commitment to the community college philosophy of education

EDUCATION and/or EXPERIENCE

Applicant must meet the STC credential requirements as per *Board Policy DBA – Employment Requirements and Restrictions: Credentials and Records* located at

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=632&code=DBA#localTabContent>

Associate's degree in Culinary Arts or related field from a regionally accredited institution, and a minimum of 3 years of demonstrated competencies in the teaching discipline (competence gained through work experience in the discipline);

- Bachelor's degree in Culinary Arts or related field from a regionally accredited institution preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, class assignments and business correspondence. Ability to effectively present information to students and respond to questions from individuals as well as groups of students and chairs/directors.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk and sit. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Faculty may be required to teach at any of the College's campuses or teaching sites during time periods that fall outside 8:00 a.m. to 5:00 p.m., and/or dual enrollment courses at high schools throughout the College's service area.

Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Faculty may be required to teach at any of the College's campuses or teaching sites during time periods that fall outside 8:00 a.m. to 5:00 p.m., and/or dual enrollment courses at high schools throughout the College's service area.

South Texas College Job Description

Job Title: Faculty - WELDING
Department: Business & Technology Division
Reports To: Department/Program Chair and Division Dean
FLSA Status: Exempt
Prepared Date: February 15, 2001; Revised May 19, 2003; Revised July 30, 2013; Revised July 28, 2025.

Job Description

SUMMARY

South Texas College is a comprehensive institution, which places primary emphasis on excellence in classroom instruction. Faculty members are expected to demonstrate and maintain competence in each of the following areas throughout their employment at the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Mastery of Subject Matter:

- Demonstrates a thorough and accurate knowledge of the field or discipline
- Possesses appropriate educational/professional credentials to teach in field or discipline
- Attempts to connect subject matter with related fields
- Maintains currency in subject matter through professional development

2. Teaching Performance:

- Plans and organizes instruction in ways which maximize student learning
- Effectively employs teaching and learning strategies that promote student engagement
- Modifies instructional methods and strategies to meet students' needs
- Effectively employs available instructional technology when appropriate
- Encourages the development of communication skills and higher order thinking skills through appropriate assignments
- Effectively communicates subject matter content to student
- Contributes to the selection and development of instructional materials

3. Evaluation of Student Learning:

- Participates in the development, implementation, and assessment of departmental student learning outcomes
- Develops and uses evaluation methods, which fairly measures student progress toward outcomes
- Evaluates and expeditiously returns student work to promote maximum learning
- Maintains accurate records of student progress
- Submits final grade rosters and supporting documents according to established deadlines

4. Support of College Policies and Procedures:

- Maintains familiarity with and adheres to College Policies and Procedures
- Fulfills requirements of Faculty as set forth in the letter of employment
- Maintains regular office hours to ensure accessibility to students and colleagues
- Prepares, distributes, and submits syllabi and approved course outlines for all assigned sections in accordance with program, division and College procedures
- Prepares and submits Financial Aid Attendance Rosters, Census Rosters, Progress Reports and Learning Outcome Data, by the respective deadlines each semester

- Assures confidentiality
5. Participation in College, Division, and Program Activities:
- Serves on College, divisional, and program committees, teams and task forces as assigned.
 - Attends meetings and events as required by College administration.
 - Participates in professional activities which contribute to the educational goals of the College and its constituents
 - Responds in a timely fashion to information requests from College and division administrators and program chairs
 - Fosters and maintains effective working relationships with students, colleagues, and supervisors
 - Assists the chair in developing, reviewing, and revising curriculum
6. Contribution to the Growth and Enhancement of College Mission and Programs:
- Participates in student advising
 - Maintains familiarity with College goals, mission, and long-range plans
 - Contributes to planning and development processes through appropriate channels
 - Performs professional responsibilities in accordance with pertinent goals, mission, and plans of College, division, and program
 - Facilitates recruitment and retention of students
7. Performs other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must possess appropriate academic preparation
2. Must be able to provide official transcripts and/if transcripts are earned from a foreign teaching institution, then must be able to provide an evaluation indicating that this education is equivalent to or beyond the qualifications required This evaluation must be from an approved evaluation service
3. Excellent communication skills, both oral and written; excellent interpersonal skills
4. Excellent organizational skills
5. Commitment to the community college philosophy of education

EDUCATION and/or EXPERIENCE

Applicant must meet the STC credential requirements as per *Board Policy DBA — Employment Requirements and Restrictions: Credentials and Records* located at

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=632&code=DBA#localTabContent>

*Associate's degree in Welding from a regionally accredited institution and three years of demonstrated competencies in the teaching discipline (Industry experience in field).

PREFERRED QUALIFICATION

*AWS Certification

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, class assignments and business correspondence. Ability to effectively present information to students and respond to questions from individuals as well as groups of students and chairs/directors.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk and sit. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

REASONING ABILITY

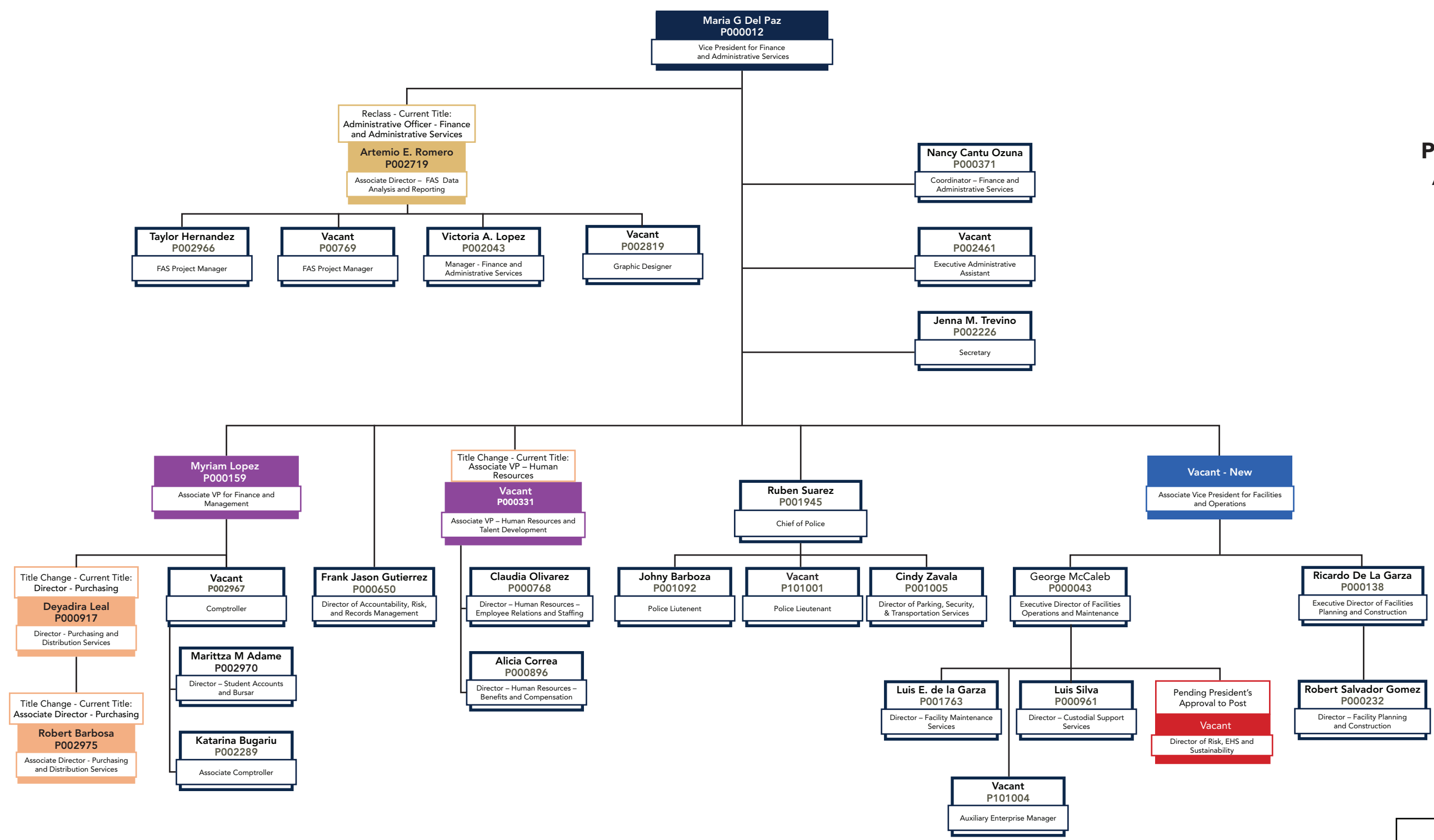
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Faculty may be required to teach at any of the College's campuses or teaching sites during time periods that fall outside 8:00 a.m. to 5:00 p.m., and/or dual enrollment courses at high schools throughout the College's service area.

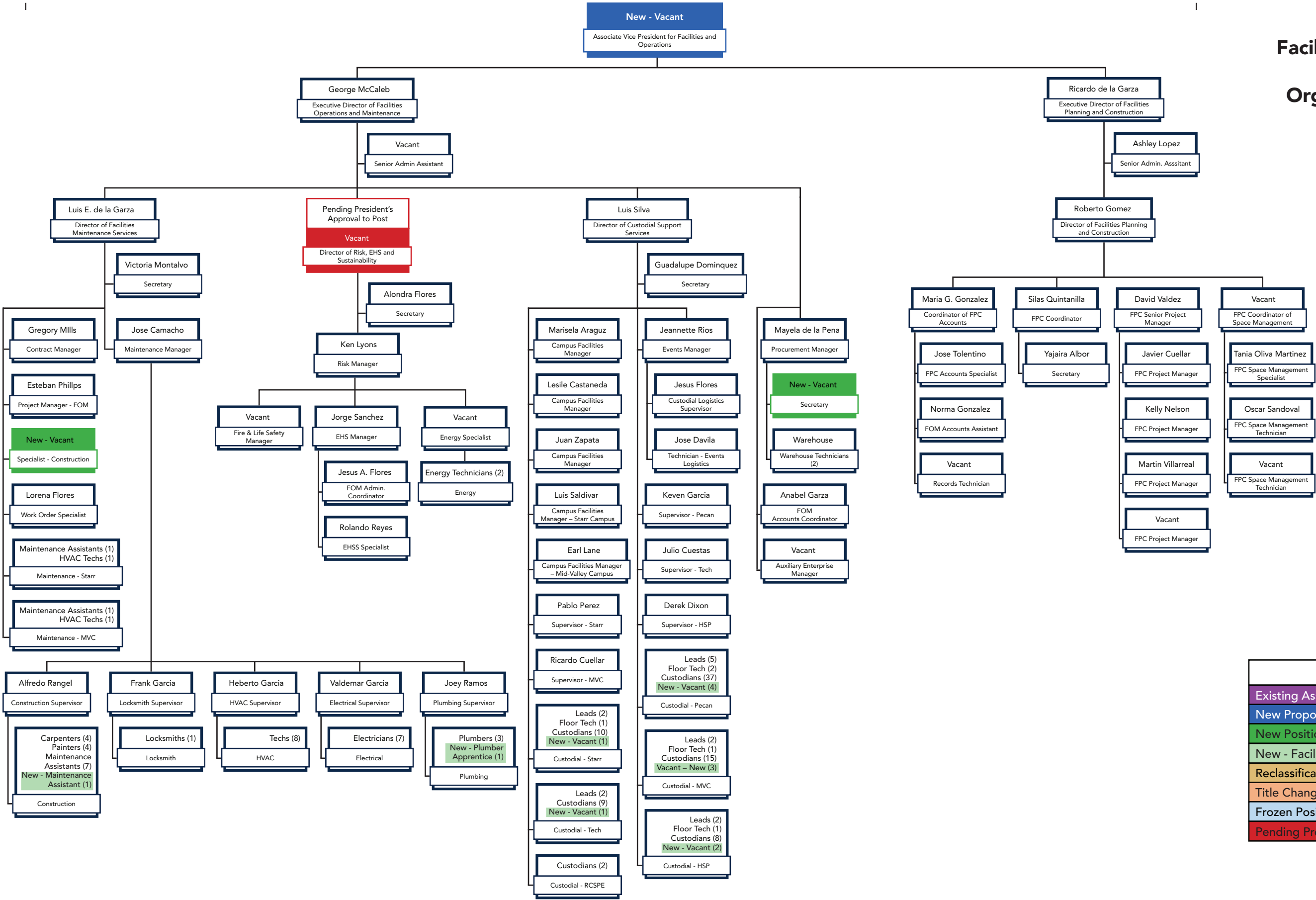


Office of the Vice President for Finance and Administrative Services
Organizational Charts
FY 2026 - 2027



KEY
Existing Associate Vice President
New Proposed Associate Vice President
New Position
New - Facility Expansion Needs Position
Reclassification
Title Change Only
Frozen Positon - Request to Unfreeze
Pending President's Approval

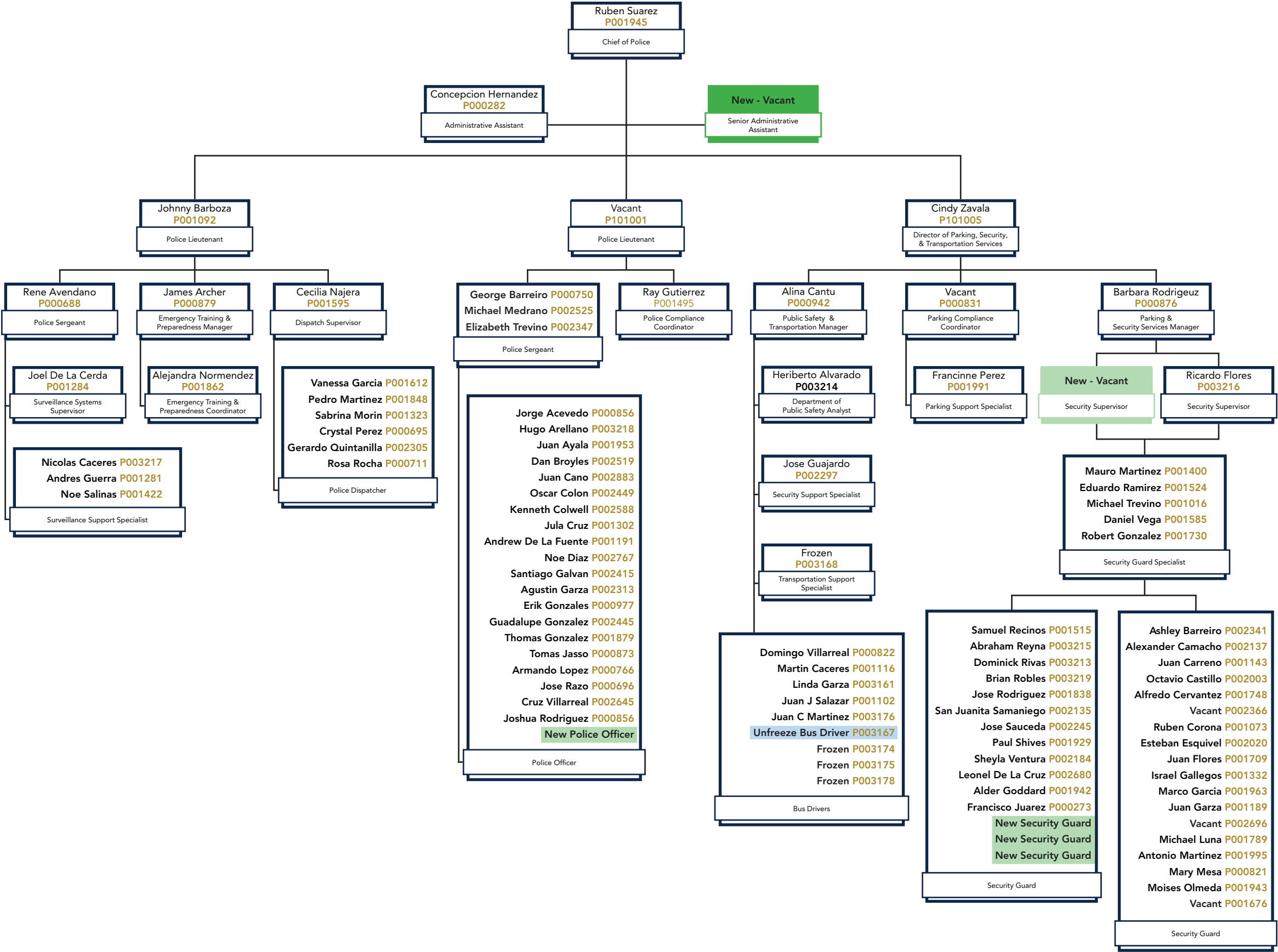
Facilities Operation and
Maintenance
Organizational Charts
FY 2026 - 2027



KEY
Existing Associate Vice President
New Proposed Associate Vice President
New Position
New - Facility Expansion Needs Position
Reclassification
Title Change Only
Frozen Positon - Request to Unfreeze
Pending President's Approval



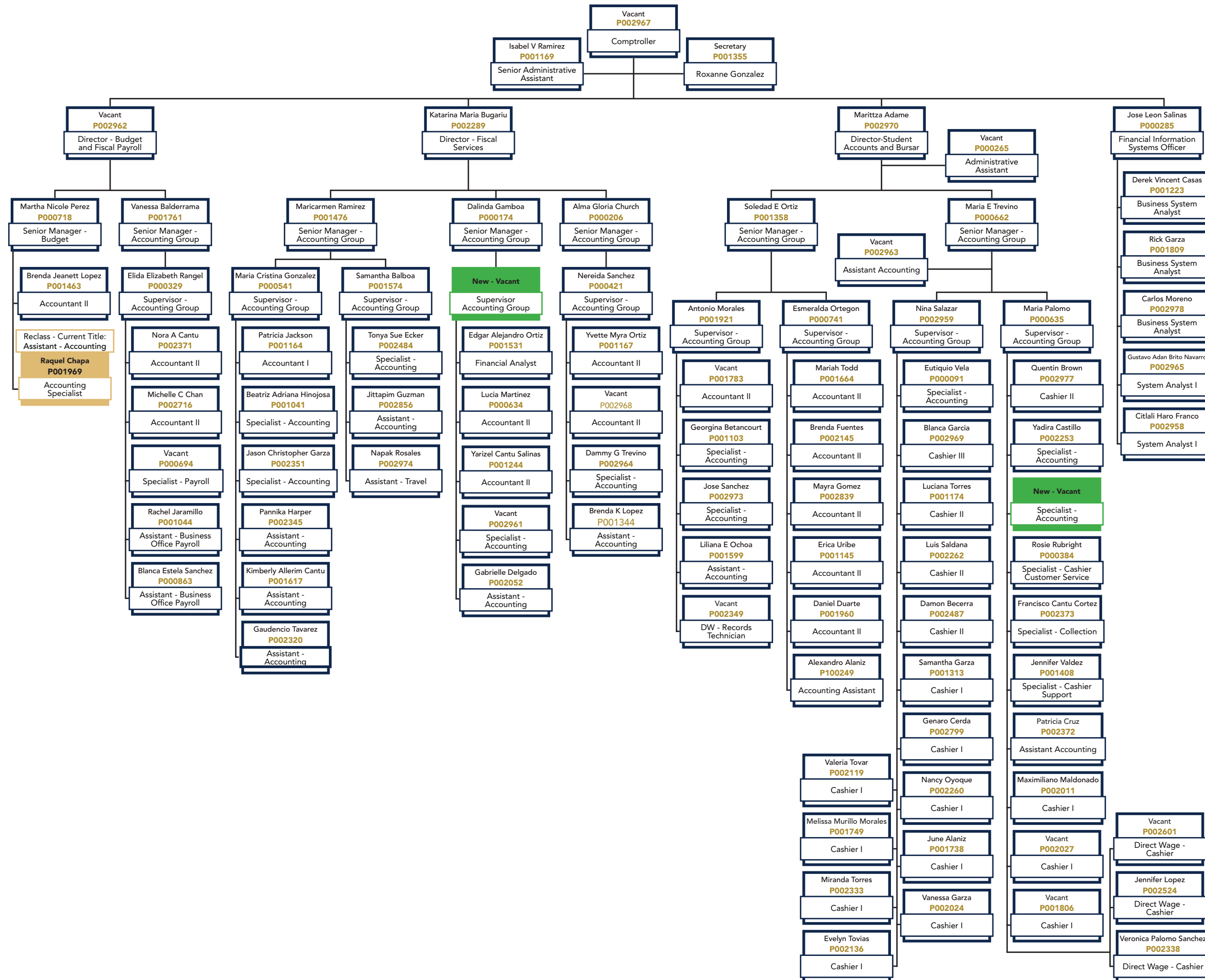
Department of Public Safety
Organizational Charts
FY 2026 - 2027



KEY
Existing Associate Vice President
New Proposed Associate Vice President
New Position
New - Facility Expansion Needs Position
Reclassification
Title Change Only
Frozen Positon - Request to Unfreeze
Pending President's Approval

Business Office Organizational Charts

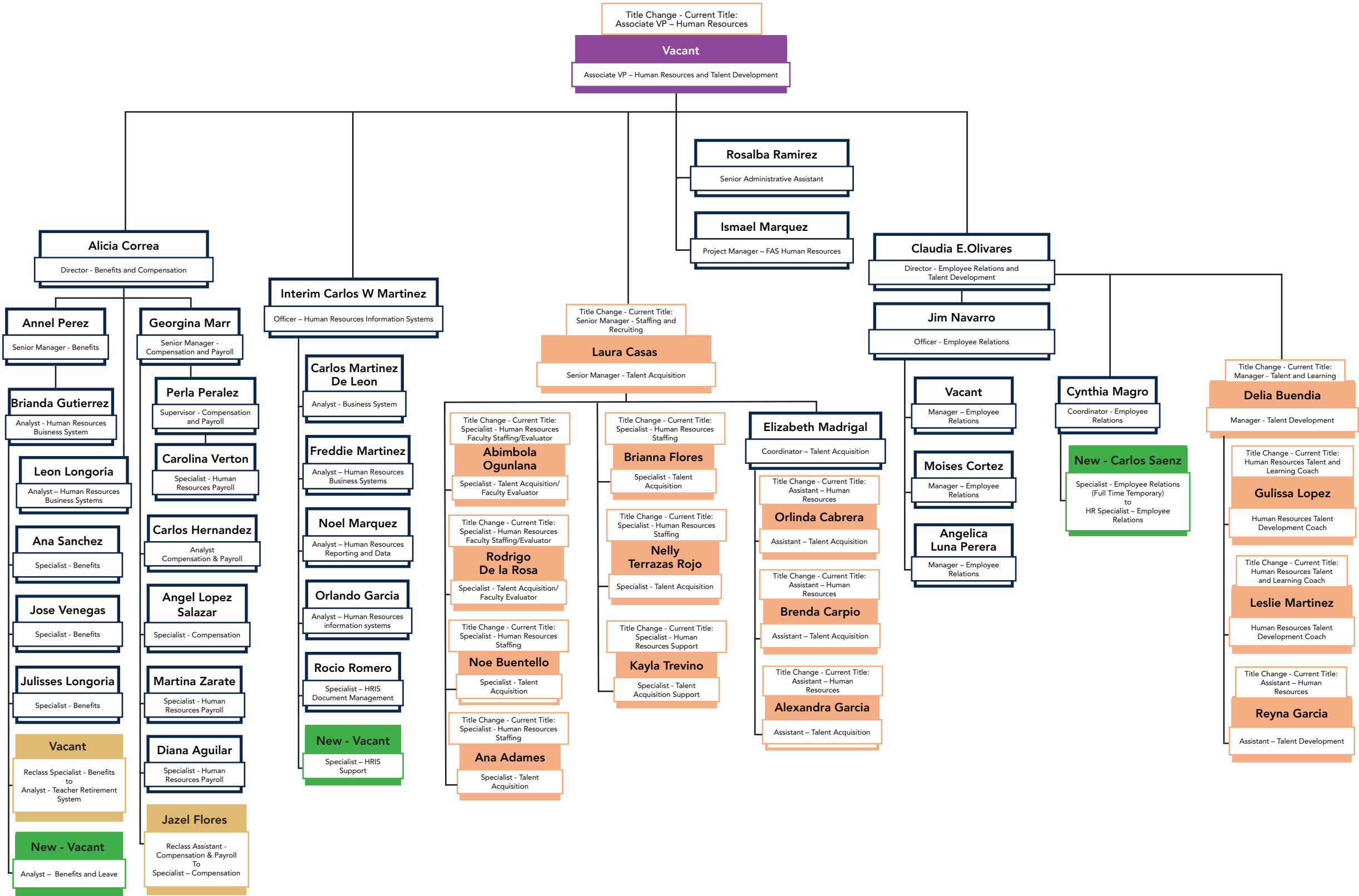
FY 2026 - 2027



KEY	
Existing Associate Vice President	
New Proposed Associate Vice President	
New Position	
New - Facility Expansion Needs Position	
Reclassification	
Title Change Only	
Frozen Positon - Request to Unfreeze	
Pending President's Approval	



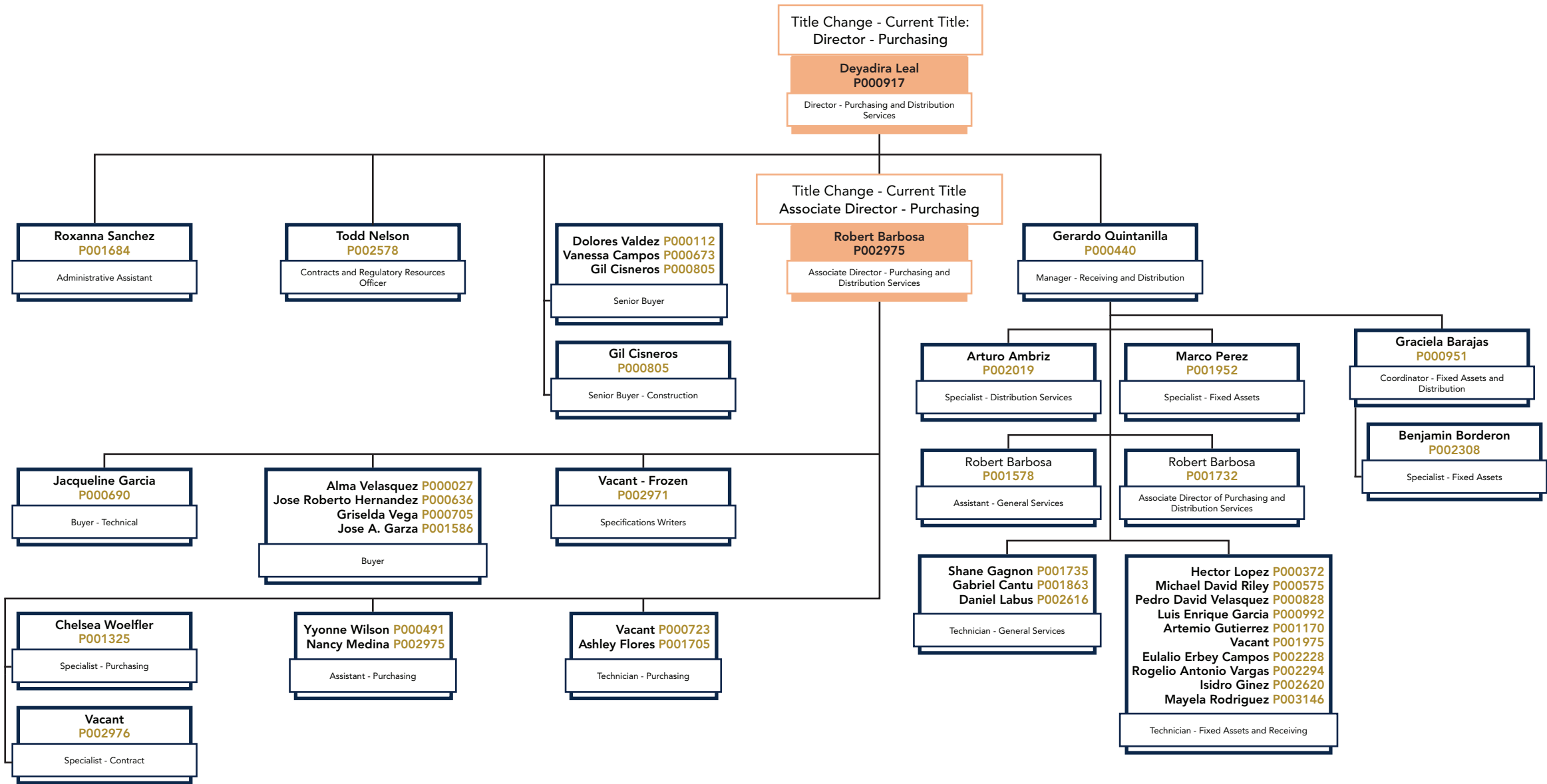
Human Resources
Organizational Charts
FY 2026 - 2027



KEY
Existing Associate Vice President
New Proposed Associate Vice President
New Position
New - Facility Expansion Needs Position
Reclassification
Title Change Only
Frozen Positon - Request to Unfreeze
Pending President's Approval



Purchasing and
Distribution Services
Organizational Charts
FY 2026 - 2027



KEY
Existing Associate Vice President
New Proposed Associate Vice President
New Position
New - Facility Expansion Needs Position
Reclassification
Title Change Only
Frozen Positon - Request to Unfreeze
Pending President's Approval

South Texas College Classification Description

Title: Custodian
Dept.: Custodial
Reports to: Custodial Supervisor
Pay Grade: Operations Support -1
Salary Range: \$32,760-\$43,326
Date: 08/03/2023

FLSA Status: Non-Exempt

General Statement of Job

The Custodian performs a wide variety of custodial duties in order to provide a clean, orderly and safe environment.

Specific Duties and Responsibilities

Essential Functions:

1. Performs routine and comprehensive custodial maintenance of assigned facilities.
2. Secures and unlocks facilities.
3. Cleans and disinfects all campus facilities (restrooms, offices, classrooms, labs, hallways and child care center); stocks facilities with paper and supplies.
4. Vacuums and spot cleans carpets and furniture; sweeps and mops tile floors.
5. Cleans marker boards, desktops, windows, doors and walls.
6. Collects and removes trash in accordance with established procedures.
7. Reports and responds to emergency calls for custodial assistance; reports security and maintenance concerns.
8. Identifies stains and uses proper chemicals for removal.
9. Adheres to safety and health regulations.
10. Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.
11. Moves and assembles furniture.
12. Sets up for special events, as directed.
13. Travels throughout the college district, as needed.
14. Performs other duties as assigned.

Required Education and Experience

1. To qualify, one of the following must be met:
 - High School Diploma or GED; With one (1) year of custodial experience, preferred.
 - 20 years of custodial experience and be able to read and write in English or Spanish.

Required Knowledge, Skills and Abilities

1. Must meet established cleaning standards.

2. Thorough knowledge of custodial service-tools, basic maintenance, cleaning agents, custodial equipment, cleaning techniques and performance standards.
3. Knowledge of proper use of a wide range of chemicals according to state and federal regulations.
4. Ability to safely dispose of hazardous materials; identify stains and use proper chemicals for their removal.
5. Must be willing and able to work various hours, various locations, and rotating shifts, including days, nights, weekends, College closures, and holidays, as needed.
6. Ability to travel throughout the college district using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
9. Ability to apply practical understanding to carry out detailed but uninvolved written or oral instructions.
10. Ability to deal with problems involving a few concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet.
5. Bending the body downward and forward by bending leg and spine.
6. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
7. Applying pressure to an object with the fingers and palm
8. Picking, holding, or otherwise working, primarily with the whole hand
9. Perceiving the nature of sounds at normal speaking levels with or without correction.
10. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
11. Bending legs at knee to come to a rest on knee or knees
12. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
13. Ability to make rational decisions through sound logic and deductive processes.
14. Using upper extremities to exert force in order to draw, haul or tug objects in a

- sustained motion.
15. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
 16. Extending hand(s) and arm(s) in any direction.
 17. Substantial movements (motions) of the wrist, hands, and/or fingers.
 18. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 19. Standing particularly for sustained periods of time.
 20. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
 21. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 22. Shouting in order to be heard above ambient noise level.
 23. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading. Including color, depth perception, and field vision.
 24. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 25. Visual acuity to operate motor vehicles and/or heavy equipment.
 26. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
 27. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

Work Environment:

1. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College Classification Description

Title: Security Guard

Department: Safety and Security

Reports to: Safety and Security Manager

Pay Grade: Operations Support- 2

Salary Range: \$34,320- \$47,882

Date: 02/02/2023

FLSA Status: Non-Exempt

General Statement of Job

The Security Guard patrols, inspects, monitors, protects and secures college buildings and grounds for the prevention of crimes and responds to emergencies. Enforces parking and traffic rules and regulations by patrolling parking lots and issuing citations. Provides escort services and other basic public assistance services to students, employees and visitors when needed. Remains alert to emergency situations and provides first-line response.

Specific Duties and Responsibilities

Essential Functions:

1. Patrols, inspects, monitors, protects and secures college buildings and grounds for the prevention of crimes and responds to emergencies.
2. Responsible for the enforcement of security procedures and guidelines.
3. Analyzes situations quickly and objectively and determines if law enforcement involvement is required and/or the proper course of action.
4. Assists with traffic control and crosswalk duty, as needed.
5. Promptly responds to safety and security incidents.
6. Deters criminal acts and violence through preemptive and proactive actions.
7. Issues citations for parking violations on college properties.
8. Documents concise and accurate incident reports, security logs and other required written documentation.
9. Prepares pertinent reports and gathers written statements, as needed.
10. Reports missing traffic signals, signs and other security and safety concerns.
11. Provides safety and security services at College functions, as needed.
12. Provides escort services and other basic public assistance services to students, employees, and visitors when needed.
13. Provides general information to students, employees, and visitors.
14. Operates and conducts routine preventive maintenance on College vehicles; notifies appropriate personnel of any vehicle maintenance required.
15. Travels throughout the college district, as needed.
16. Serves as Campus Security Authority.
17. Performs other duties as assigned.

Required Education and Experience

1. To qualify, one of the following must be met:
 - College Certificate; Associate's degree preferred
 - A minimum of 30 earned college hours
2. At least one (1) year of related work experience, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Must possess situation awareness skills.
4. Ability to demonstrate exemplary work practices and work ethic.
5. Ability to communicate effectively with a broad range of constituents both orally and in writing.
6. Ability to remain calm in difficult, dangerous, and high-stress emergency situations.
7. Must be willing and able to work various hours, various locations, and rotating shifts, including days, nights, weekends, College closures, and holidays, as needed.
8. Ability to travel throughout the college district using own means of reliable transportation or College-owned vehicles.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
11. Ability to write routine reports and correspondence.
12. Ability to read, speak and communicate effectively.
13. Ability to apply practical understanding to carry out instructions furnished in written, oral, and diagram form.
14. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license, proof of liability insurance, and be insurable under South Texas College's insurance policy for driving.
4. Must maintain authorization to drive College-owned vehicles.
5. CPR and First Aid certifications required or must be obtained within six (6) months of employment.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Applying pressure to an object with the fingers and palm.
5. Perceiving the nature of sounds at normal speaking levels with or without correction.
6. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
7. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
8. Ability to make rational decisions through sound logic and deductive processes.
9. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
10. Standing particularly for sustained periods of time.
11. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
12. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
13. Shouting in order to be heard above ambient noise level.
14. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading including color, depth perception, and field vision.
15. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
16. Visual acuity to operate motor vehicles and/or heavy equipment.
17. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and operation of machines, using measurement devices, and/or assembly or fabrication parts at distances close to the eyes.
18. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

Work Environment:

1. While performing the duties of this job, the employee is frequently exposed to outside weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College Classification Description

Title: Supervisor- Security

Dept: Office of Safety and Security

Reports to: Parking and Security Services Manager

Pay Grade: Operations Support-07

Salary Range: \$52,000- \$73,299

Date: 8/29/2024

FLSA Status: Non-Exempt

General Statement of Job

The Supervisor -Security is responsible for assisting with the management of the safety and security area of the Department of Public Safety. Supervises the security guard specialists and security guards' campus district wide. Ensures that patrols and inspections of campus buildings, grounds, and parking areas are conducted daily for the prevention of crimes.

Specific Duties and Responsibilities

Essential Functions:

1. Supervises security personnel campus district wide.
2. Coordinates campus activities with the Police Lieutenant.
3. Makes recommendations and assists with the development of the security standards of operations and procedures.
4. Assists with the security vehicle authorized use of fuel cards, provides documentation for discrepancies, ensures preventive maintenance and repairs are completed.
5. Reviews incident reports issued to security personnel by reviewing and submitting reports for approval in a timely manner to the Parking and Security Services Manager for final approval.
6. Monitors performance and advises the Parking and Security Services Manager regarding overall performance of security personnel.
7. Documents infractions and failure to adhere to operating procedures; prepares written disciplinary documentation, as approved by the Parking and Security Services Manager.
8. Recommends and obtains quotes for equipment needed for security guard operations to the Parking and Security Services Manager.
9. Assists in providing training and guidance to Security Guard Specialists and Security Guards.
10. Documents concise and accurate incident reports, security logs, evaluations, and other required written documentation.
11. Prepares pertinent reports and gathers written statements, as needed.
12. Ensures lost and found items obtained by security personnel are properly

documented and turned in to the Department of Public Safety property clerk in a timely manner.

13. Assists with traffic control and crosswalk duty, as needed.
14. Ensures gators, trucks, and bicycles are properly maintained and serviced.
15. Serves as liaison with campus administrators and department leadership
16. Travels to all campuses district wide on a daily and weekly basis.
17. Keeps an accurate inventory on all security equipment.
18. Travels throughout the college district, as needed.
19. Serves as Campus Security Authority.
20. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree in related field required.
2. At least two (2) years of experience in security and safety management required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Must possess situation awareness skills.
4. Ability to demonstrate exemplary work practices and work ethic.
5. Ability to communicate effectively with a broad range of constituents both orally and in writing.
6. Ability to remain calm in difficult, dangerous, and high-stress emergency situations.
7. Ability to work independently as well as in a team environment with minimal supervision.
8. Must be willing and able to work various hours, various locations, and rotating shifts, including days, nights, weekends, College closures, and holidays, as needed.
9. Ability to travel throughout the college district using own means of reliable transportation or College-owned vehicles.
10. Demonstrated commitment to achieving the vision and mission of South Texas College.
11. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, college policies and procedures, governmental regulations.
12. Ability to write reports, business correspondence, and procedure manuals.
13. Ability to effectively present and respond to inquiries from groups of students, faculty, staff, administration and the general public.
14. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
15. Ability to interpret a variety of instructions furnished in written, oral, or diagram form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and be insurable under South Texas College's insurance policy for driving.
4. Must maintain authorization to drive College-owned vehicles.
5. CPR and First Aid Instructor certification required or must be obtained within six (6) months of employment.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Applying pressure to an object with the fingers and palm.
5. Perceiving the nature of sounds at normal speaking levels with or without correction.
6. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
7. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
8. Ability to make rational decisions through sound logic and deductive processes.
9. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
10. Standing particularly for sustained periods of time.
11. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
12. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
13. Shouting in order to be heard above ambient noise level.
14. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading including color, depth perception, and field vision.
15. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
16. Visual acuity to operate motor vehicles and/or heavy equipment.
17. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and operation of machines, using measurement devices, and/or assembly or fabrication parts at distances close to the eyes.
18. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

Work Environment:

1. While performing the duties of this job, the employee is frequently exposed to outside weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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South Texas College Classification Description

Title: Plumber - Apprentice

Dept: Facility Maintenance

Reports to: Plumbing Supervisor II

Date: 01/24/2024

Pay Grade: Operation Support- 4

Salary Range: \$39,000- \$54,974

FLSA Status: Non-Exempt

General Statement of Job

The Plumber – Apprentice will work under the supervision of the Plumber-Journey and Plumber – Master to perform maintenance, inspection, operation and repair of the plumbing systems. Performs independent preventive maintenance and emergency repairs on plumbing and gas systems and may act as a helper on more complex jobs.

Specific Duties and Responsibilities

Essential Functions:

1. Assists in installing, maintaining, repairing, and troubleshooting general plumbing systems and components to include toilets, urinals, faucets, drains, water fountains, vacuum systems, and compressed units.
2. Assists in operating and conducting routine preventive maintenance on College vehicles; notifies appropriate personnel of any vehicle maintenance required.
3. Assists in repairing and replacing domestic hot water heat exchangers and water heaters.
4. Assists in repairing and replacing pneumatic steam valves, radiator valves, traps, and steam and condensate pipes.
5. Assists in repairing and replacing domestic hot water heat pumps, chilled water pumps, sump pumps, sewage pumps and booster pumps.
6. Assists in installing, testing, and repairing all sizes of backflow prevention devices.
7. Assists in troubleshooting and repairing steam, water, and gas utility distribution systems.
8. Assists in performing scheduled maintenance and preventive maintenance service on plumbing systems and fixtures.
9. Assists in ensuring all requirements as specified by the manufacturer of systems and fixtures are met.
10. Assists in ensuring all installations, repairs and maintenance are properly sized, aligned, supported and graded.
11. Assists in ensuring all installations, repairs and maintenance meet the requirements of the appropriate codes.
12. Assists in ensuring all installations, repairs and maintenance meet environmental protection requirements.

13. Assists in ensuring proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
14. Uses the college's work order system (CMMS) to note time spent and the work performed relative to specific work request.
15. Assists the supervisor with responding to emergency plumbing calls such as gas leaks, broken water lines, backed up and clogged drains, irrigation line electrical and water broken lines, evaluates situation and takes corrective action.
16. Prepares work order material by pulling from stock to meet technical and trade requirements.
17. Adheres to safety and health regulations.
18. Communicates frequently with city employees and vendors.
19. Performs other duties as assigned.

Required Education and Experience

1. High School Diploma or GED required.
2. At least one (1) year of related work experience in the plumbing field, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Knowledge of plumbing installation, maintenance, and repair skills.
4. Knowledge of steam, water, and natural gas distribution systems maintenance and repair.
5. Knowledge of published guidelines and Texas plumbing codes.
6. Ability to use hand and power tools applicable to trade.
7. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
8. Ability to work independently as well as a team player within department and with others.
9. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
10. Must be willing and able to work various hours, various locations, and rotating shifts, including days, nights, weekends, College closures, and holidays, as needed.
11. Ability to travel throughout the College district daily.
12. Demonstrated commitment to achieving the vision and mission of South Texas College.
13. Ability to read and interpret documents such as blueprints, schematics, safety rules, operating and maintenance instructions, and procedure manuals.
14. Ability to write routine reports and correspondence.
15. Ability to speak effectively before groups of students, customers or employees of organization.
16. Ability to apply practical understanding to carry out detailed but uninvolved written or oral instructions.
17. Ability to deal with problems involving a few concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have a valid Texas driver's license and be insurable under South Texas College's insurance policy for driving.
4. Must maintain authorization to drive College-owned vehicles.
5. Plumber Apprentice certification required.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders (6 ft. up to 12 ft. on step ladders and up to 24 ft. extension ladders, roof hatch ladders), stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet.
5. Bending the body downward and forward by bending leg and spine.
6. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
7. Applying pressure to an object with the fingers and palm.
8. Picking, holding, or otherwise working, primarily with the whole hand.
9. Perceiving the nature of sounds at normal speaking levels with or without correction.
10. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
11. Bending legs at knee to come to a rest on knee or knees.
12. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
13. Ability to make rational decisions through sound logic and deductive processes.
14. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
15. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
16. Extending hand(s) and arm(s) in any direction.
17. Substantial movements (motions) of the wrist, hands, and/or fingers.
18. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
19. Standing particularly for sustained periods of time.
20. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

21. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
22. Shouting in order to be heard above ambient noise level.
23. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading. Including color, depth perception, and field vision.
24. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
25. Visual acuity to operate motor vehicles and/or heavy equipment.
26. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
27. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

Work Environment:

1. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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South Texas College Classification Description

Title: Maintenance Assistant

Department: Facility Maintenance

Reports to: Maintenance Manager

Date: 11/09/2021

Pay Grade: Operations Support-03

Salary Range: \$36,400- \$51,293

FLSA Status: Non-Exempt

General Statement of Job

The Maintenance Assistant performs general maintenance duties including carpentry, painting, plumbing, electrical, HVAC, locksmith and energy.

Specific Duties and Responsibilities

Essential Functions:

1. Performs and assists with general maintenance duties including carpentry, painting, plumbing, electrical, HVAC, locksmith and energy.
2. Installs new equipment and repairs and/or replaces defective equipment.
3. Cleans, services, oils and/or adjusts equipment.
4. Operates and conducts routine preventive maintenance on College vehicles; notifies appropriate personnel of any vehicle maintenance required.
5. Performs preventative maintenance and part repairs according to schedule.
6. Utilizes the college's work order system (CMMS) to note time spent and the work performed relative to specific work request.
7. Prepares work order material by pulling from stock to meet technical and trade requirements.
8. Responds to inquiries and assists technical staff from carpentry, painting, plumbing, electrical, HVAC, locksmith and energy.
9. Communicates with city inspectors and vendors, as needed.
10. Adheres to safety and health regulations.
11. Performs other duties as assigned.

Required Education and Experience

1. High School Diploma or GED required.
2. At least one (1) year of related work experience required. Experience in two or more of the following trades; carpentry, painting, and locksmith-is preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet

- research skills.
3. Knowledge in carpentry, painting, plumbing, electrical, HVAC, locksmith, energy and other maintenance skills.
 4. Ability to use hand and power tools applicable to trade.
 5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
 6. Ability to work independently as well as a team player within department and with others.
 7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
 8. Must be willing and able to work various hours, various locations, and rotating shifts, including days, nights, weekends, College closures, and holidays, as needed.
 9. Ability to travel throughout the College district daily.
 10. Demonstrated commitment to achieving the vision and mission of South Texas College.
 11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 12. Ability to write routine reports and correspondence.
 13. Ability to speak effectively before groups of students, customers or employees of organization.
 14. Ability to apply practical understanding to carry out detailed but uninvolved written or oral instructions.
 15. Ability to deal with problems involving a few concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and be insurable under South Texas College's insurance policy for driving.
4. Must maintain authorization to drive College-owned vehicles.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders (6 ft. up to 12 ft. on step ladders and up to 24 ft. extension ladders, roof hatch ladders), stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet.
5. Bending the body downward and forward by bending leg and spine.
6. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
7. Applying pressure to an object with the fingers and palm.
8. Picking, holding, or otherwise working, primarily with the whole hand.

9. Perceiving the nature of sounds at normal speaking levels with or without correction.
10. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
11. Bending legs at knee to come to a rest on knee or knees.
12. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
13. Ability to make rational decisions through sound logic and deductive processes.
14. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
15. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
16. Extending hand(s) and arm(s) in any direction.
17. Substantial movements (motions) of the wrist, hands, and/or fingers.
18. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
19. Standing particularly for sustained periods of time.
20. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
21. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
22. Shouting in order to be heard above ambient noise level.
23. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading. Including color, depth perception, and field vision.
24. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
25. Visual acuity to operate motor vehicles and/or heavy equipment.
26. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
27. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

Work Environment:

1. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Maintenance Assistant

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South Texas College Classification Description

Title: Police Officer

Department: Department of Public Safety

Reports to: Police Sergeant

Pay Grade: Operations Support - 7

Salary Range: \$52,000-\$73,299

Date: 5/03/2023

FLSA Status: Non-Exempt

General Statement of Job

The Police Officer is responsible for performing specialized police services involving college regulation enforcement, traffic control, accident investigation and enforcement of city ordinances and Texas state law on college property and in college facilities. Ensures the safety and well being of all students, faculty, staff and visitors to the college campuses is upheld. Enforces traffic and criminal laws of the State of Texas and any rules and policies of the college by conducting patrols by vehicle and on foot.

Specific Duties and Responsibilities

Essential Functions:

1. Patrols college facilities and property on foot and by motor vehicle; issues citations, secures doors, and other entrances and exits to the grounds and facilities.
2. Answers calls and complaints and provides assistance to faculty, staff, students, and visitors.
3. Investigates automobile accidents, suspected crimes, and nuisances.
4. Conducts preliminary investigations; gathers evidence and obtains witnesses.
5. Secures information from parties at an incident scene and follows through on investigations; preserves evidence at a crime scene.
6. Provides traffic and crowd control; directs traffic at emergency or congested situations.
7. Maintains accurate records and writes accurate and timely incident or crime reports; provides documentation to appropriate state, federal, and local agencies as required by law.
8. Assists with crime prevention, public education, and acts in collaboration with other community organizations.
9. Implements college district emergency preparedness plan including emergency evacuation plans, secures perimeters, coordinates fire, medical communication, utilities, and other emergency services.
10. Detains, cites and/or arrests members of the public if violations are incurred; serves warrants and subpoenas.
11. Assesses the need for use of force and force options including chemical weapons, impact weapons, physical control holds, and verbal commands.
12. Keeps current on laws, ordinances, etc., and maintains Texas peace officer licensure by obtaining proper bi-annual Texas Commission on Law Enforcement (TCOLE)

- mandated training.
13. Provides emergency medical treatment, including CPR/AED, until medical personnel arrive as needed.
 14. Operates and conducts routine preventive maintenance on College vehicles; notifies appropriate personnel of any vehicle maintenance required.
 15. Serves as Campus Security Authority.
 16. Performs other duties as assigned.

Required Education and Experience

1. To qualify, one of the following must be met:
 - HSD/GED and 6 years of related experience
 - College Certificate and 3 years of related experience
 - Associate's Degree and 2 years of related experience
 - Bachelor's Degree preferred

Required Knowledge, Skills and Abilities

1. Excellent oral, written, and interpersonal communication skills.
2. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
3. Knowledge of applicable federal, state and local laws as well as knowledge of college standards and expectations of the peace officer position.
4. Ability to analyze situations quickly and objectively and to determine proper course of action.
5. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
6. Must be willing and able to work various hours, various locations, and rotating shifts, including days, nights, weekends, and holidays, as needed.
7. Ability to travel throughout the College district daily.
8. Must be trained to provide emergency medical treatment including CPR/AED.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
11. Ability to write reports, business correspondence, and procedure manuals.
12. Ability to effectively present information and respond to questions from groups of students, managers, faculty, staff, and the general public.
13. Ability to respond to and handle issues or problems that often require assessment and reasoning before approaching or determining a solution.
14. Ability to analyze various alternatives based on standards or approaches defined by the college and/or the appropriate laws of safety and security for the welfare of students, employees and the general public.
15. Ability to interpret a variety of instructions furnished in written, oral or diagram form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and be insurable under South Texas College's insurance policy for driving.
4. Must maintain authorization to drive College-owned vehicles.
5. Texas Commission on Law Enforcement (TCOLE) licensure is required: U.S. Citizenship is required by TCOLE.
6. Must have current and valid Texas Peace Officer license.
7. Finalists may be required to take a polygraph, physical examination, drug screening, and psychological assessment.
8. CPR and First Aid certifications required or must be obtained within six (6) months of employment.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet. Bending the body downward and forward by bending leg and spine.
5. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Applying pressure to an object with the fingers and palm.
8. Picking, holding, or otherwise working, primarily with the whole hand.
9. Perceiving the nature of sounds at normal speaking levels with or without correction.
10. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
11. Bending legs at knee to come to a rest on knee or knees.
12. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
13. Ability to make rational decisions through sound logic and deductive processes.
14. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
15. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
16. Extending hand(s) and arm(s) in any direction.
17. Substantial movements (motions) of the wrist, hands, and/or fingers.
18. Particularly for sustained periods of time.
19. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back

- muscles.
20. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 21. Shouting in order to be heard above ambient noise level.
 22. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
 23. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 24. Visual acuity to operate motor vehicles and/or heavy equipment.
 25. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
 26. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College Classification Description

Title: Associate Vice President for Facilities and Operations

Department: Finance and Administrative Services

Reports to: Vice President for Finance and Administrative Services

Pay Grade: Executive Administrative Professional 14

Salary Range: \$129,149.00-\$182,053.00

Date: 5/6/26

FLSA Status: Exempt

General Statement of Job

The Associate Vice President for Facilities and Operations provides executive level of support and analysis to the Vice President for Finance and Administrative Services and manages and oversees facilities planning and construction, operations and maintenance, and district-wide responsibility for six campuses. Responsible for strategic oversight, planning, and execution of all facilities-related functions for college-owned and managed buildings, including capital construction, renovations, preventive maintenance, custodial operations, sustainability initiatives, emergency preparedness, maintaining sound fiscal management, ensuring regulatory compliance for each function, providing leadership, strategy, and vision in delivering value-added innovation solutions, and management to support the teaching-learning process. Sets and executes a comprehensive, visionary plan for Facilities Services, integrating stewardship, modernization, and renewal with sustainability goals. Leads campus-wide planning, renewal, and modernization initiatives; oversees capital project delivery, construction, and renovation to ensure innovation, sustainability, timelines, and cost-effectiveness.

Specific Duties and Responsibilities

Essential Functions:

1. Responsible for maintaining accountability and sound fiscal management.
2. Maintains regulatory compliance in each of the following areas: facilities master planning, space utilization, development of design solutions, related capital budgets, construction and monthly reporting/approvals with the Board of Trustees, coordinating the procurement efforts for hiring design professionals and construction companies, facility management, operation and maintenance of buildings, grounds, preventive maintenance, equipment replacement, energy conservation programs, utility services, minor in-house construction, contract services, environmental, health, safety, and risk (EHS&R) program, bookstore services, and vending services, and other associated functions.
3. Administers effective finance and operations services, which meet policy and College needs in a timely manner.
4. Provides strategic direction to the facilities planning and construction and operations and maintenance functions in accordance with the needs of students, faculty, and staff by monitoring industry trends and innovations.
5. Collaborates with College personnel to develop the budget and project staffing,

Associate Vice President for Facilities and Operations

- capital equipment, operation, travel, and building and facility needs.
6. Provides leadership for collaboration with College community to achieve goals in providing services to support and enhance the academic purpose of the College in an efficient and effective manner.
 7. Prepares communications to College community on projects, changes, and pertinent information.
 8. Oversees, tracks, and manages critical federal and state reporting requirements.
 9. Provides sound management of general services, including custodial and maintenance.
 10. Provides support on construction project planning and oversight for new construction and renovation projects and participates in the design and supervision of construction activities.
 11. Assesses the quality and effectiveness of facilities and operations services and uses results for strategic planning.
 12. Provides executive leadership support on the development of plans and specifications for construction feasibility and overall design and construction process.
 13. Oversees and integrates campus master plans and facilities planning with institutional planning processes to update facilities master plans, and oversees campus master utility drawings, project drawing files, and various other records.
 14. Supports, coordinates, and monitors activities of construction management firms and consultants contracted to manage bond construction programs.
 15. Provides strategic oversight in the development and implementation of district-wide renovation, repair, remodeling, construction projects, renovations, and relocation of offices and departments.
 16. Responsible for the review of plans and specifications of projects to satisfy college requirements related to design quality, cost, schedule, and economy of operations, including review of working drawings, specifications, bid proposals, and recommendations.
 17. Maintains fiscal responsibility by developing cost estimates and budgets related to design and construction services and preparing budgets required for departmental operations.
 18. Develops and maintains knowledge of policies in the areas of facilities and operations and applicable federal, state, and local laws and regulations.
 19. Reviews monthly facilities committee and board meeting agenda motions and provides recommendations, as necessary.
 20. Oversee and evaluates the department's procedures, programs, functions, and activities.
 21. Provides support and leadership on recommendations for Board action on contract development, modification, and/or construction change orders.
 22. Ensures compliance with federal, state, and local regulations as it pertains to the health, safety, and productivity of workers and the environmental impact of the organization's operation.
 23. Monitor compliance on revisions/updates of pertinent existing policies and formulation of new policies.
 24. Oversees the departmental Institutional Effectiveness (IE) plan.
 25. May substitutes for the Vice President for Finance and Administrative Services at meetings and events, on and off campus, as needed.
 26. Handles special projects and other tasks as delegated by the Vice President for Finance and Administrative Services.
 27. Supervises staff for facilities planning and construction, and operations and maintenance Departments.

Associate Vice President for Facilities and Operations

28. Travels throughout the college district, as needed.
17. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree in Architecture, Construction/Facilities Management, Engineering, Business Administration or related field required. Master's degree preferred.
2. At least ten (10) years of experience in facilities services or management, and/or construction management or related field, with six (6) years of supervisory experience in facilities services, or management, preferably in public higher education.

Required Knowledge, Skills and Abilities

1. Demonstrated experience with implementation of computer-based financial system, analyses and related technology.
2. Demonstrated ability to provide vigorous, creative, and effective fiscal management.
3. Evidence of commitment to collegiality and professional development and integration.
4. Excellent oral, written, presentation, and interpersonal communication skills.
5. Strong computer skills with knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook) and internet research skills.
6. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.
7. Ability to analyze situations quickly and objectively and to determine proper course of action.
8. Team player with the ability to collaborate with all college departments, functions, and other support services.
9. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
10. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
11. Demonstrated commitment to achieving the vision and mission of South Texas College.
12. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
13. Ability to write reports, business correspondence, and procedure manuals.
14. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and/or Boards of Trustees.
15. Ability to define problems, collect data, establish facts, and draw valid conclusions.
16. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
17. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

Associate Vice President for Facilities and Operations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
4. Certified Public Accountant (CPA), preferred.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Applying pressure to an object with the fingers and palm.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Standing particularly for sustained periods of time.
9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading.
10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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South Texas College

Classification Description

Title: Construction Specialist

Department: Facility Maintenance

Reports to: Director of Facilities Maintenance Services

Pay Grade: Operation Support- 05

Salary Range: \$41,808- \$58,947

Date: 3/5/2025

FLSA Status: Non-Exempt

General Statement of Job

The Construction Specialist oversees, plans, organizes and coordinates activities regarding all the maintenance department's construction projects (In-House and Outsourced Contractors and Sub-Contractors) for all South Texas College properties.

Specific Duties and Responsibilities

Essential Functions:

1. Plans, organizes and directs activities regarding construction projects of structures and facilities.
2. Conducts inspections of new projects under construction; reviews drawings, plans and submittals.
3. Assists with solicitation of biddable services.
4. Overseas take-off lists for construction projects and other requests.
5. Estimates materials and equipment needed for projects and assigns related tasks.
6. Prepares and submits budget estimates, project progress and cost tracking reports.
7. Studies job specifications to determine appropriate construction methods.
8. Schedules and manages projects within required deadlines.
9. Assist in final acceptance inspections of completed contract work.
10. Selects and oversees contractors who complete construction project tasks.
11. Prepares and submits budget estimates, project progress and cost tracking reports.
12. Develops and implements quality control programs and maintains files and records of all transactions.
13. Inspects materials, workmanship, and other installations of buildings.
14. Coordinates and validates any warranty work.
15. Maintains files and records of all transactions.
16. Reviews project drawings and specifications to ensure maintainability.
17. Keeps the director up to date on the progress and potential problems that may affect satisfactory and timely completion in accordance with established practices
18. Utilizes the college's work order system (CMMS) to note time spent and the work performed relative to specific project request.
19. Collaborates with the Maintenance Manager, Operations Contract Support Manager, Operations Inventory Procurement Manager, and Construction Supervisor on the

- day-to-day operations and coordination of projects.
20. Ensures Facility Maintenance staff and Contractors adhere to safety and health regulations.
 21. Travels throughout the college district, as needed.
 22. Performs other duties as assigned.

Required Education and Experience

1. Associate's degree required;.
2. At least five (5) years of experience in a building trade required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Leadership skills and ability to resolve challenges quickly.
3. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
4. Ability to read and understand architectural/engineering/as-built plans and specifications.
5. Knowledge of construction practices, procedures and techniques related to multiple construction trades and engineering disciplines critical, including safety.
6. Familiarity with national and local building and electrical codes.
7. Capability to inspect materials, workmanship, and other installations of buildings and systems essentials.
8. Bilingual, English/Spanish, preferred.
9. Strong analytical, critical thinking, and problem solving skills and the ability to exercise discretion and sound judgment.
10. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
11. Ability to work independently as well as a team player within department and with others.
12. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
13. Must be willing and able to work various hours, various locations, and rotating shifts, including days, nights, weekends, College closures, and holidays, as needed; willing to travel throughout the college district using own means of reliable transportation or College-owned vehicles.
14. Demonstrated commitment to achieving the vision and mission of South Texas College.
15. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
16. Ability to write routine reports and correspondence.
17. Ability to speak effectively before groups of customers or employees of organization.
18. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
19. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license, proof of liability insurance, and be insurable under South Texas College's insurance policy for driving.
4. Must maintain authorization to drive College-owned vehicles.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
3. Moving about on hands and knees or hands and feet.
4. Bending the body downward and forward by bending leg and spine.
5. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
6. Applying pressure to an object with the fingers and palm.
7. Picking, holding, or otherwise working, primarily with the whole hand.
8. Perceiving the nature of sounds at normal speaking levels with or without correction.
9. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
10. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
11. Ability to make rational decisions through sound logic and deductive processes.
12. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
13. Standing particularly for sustained periods of time.
14. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
15. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College Classification Description

Title: Secretary

Dept: Facilities Operations and Maintenance

Reports to: Director of Facilities Operations and Maintenance

Pay Grade: Administrative Technical Support- 1

Salary Range: \$32,760- \$43,326

Date: 05/28/2021

FLSA Status: Non-Exempt

General Statement of Job

The Secretary performs secretarial duties in the department and provides support to the Office of Facilities Operations and Maintenance.

Specific Duties and Responsibilities

Essential Functions:

1. Interacts and provides customer service with students, staff and the public and answers questions regarding department matters, demonstrating excellent customer service.
2. Answers telephone to provide information, take messages, or transfer calls.
3. Uses the department's work order system (CMMS) to input work orders and key requests.
4. Uses the department's work order system (CMMS) to track work order and key request status and provide information to customers, as needed.
5. Uses the department's work order system (CMMS) to close work orders.
6. Uses the department's work order system (CMMS) to generate Preventative Maintenance work orders.
7. Uses the department's work order system (CMMS) to generate reports.
8. Meets with the department supervisors to schedule work orders.
9. Assists with planning meetings/activities.
10. Attends trainings as available to increase and improve skills.
11. Assists in maintaining files of specified and confidential materials.
12. Assists in maintaining calendars of scheduled appointments, meetings and special events.
13. Maintains time records for department staff; submits payroll documentation including overtime.
14. Processes paperwork for set up of new offices or changes in the office.
15. Monitors and manages inventory and supplies, re-orders and stocks items as needed.
16. Assists with preparation of workshop materials, department projects and online data.
17. Creates Notice of Employment forms for part-time employees.
18. Performs other duties as assigned.

Required Education and Experience

1. To qualify, one of the following must be met:
 - College Certificate
 - A minimum of 30 earned college hours
2. At least one (1) year of work experience in a professional work setting required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to perform basic office skills.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Demonstrated commitment to achieving the vision and mission of South Texas College.
6. Ability to read and comprehend simple instructions, short correspondence, and memos.
7. Ability to write simple correspondence.
8. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
9. Ability to apply practical understanding to carry out detailed but uninvolved written or oral instructions.
10. Ability to deal with problems involving a few concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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South Texas College Classification Description

Title: Analyst – Benefits and Leave

Dept: Office of Human Resources

Reports to: Supervisor – Benefits

Pay Grade: EAP -04

Date: 05/04/2026

Salary Range: \$58,789- \$86,369

FLSA Status: Exempt

General Statement of Job

The Benefits and Leave Analyst reports to the Benefits Supervisor and will assist the Benefits Supervisor and Senior Benefits Manager in administering all health insurance benefits, retirement plans, state reporting, employee absences, and benefits deductions for all college employees. The Benefits and Leave Analyst will facilitate the administration of the Family Medical Leave Act (FMLA) and accommodations under the American with Disabilities Act (ADA).

Specific Duties and Responsibilities

Essential Functions:

1. Coordinates and administers employee benefit plans.
2. Ensures compliance with Americans with Disabilities Act (ADA) regulations and institutional policies.
3. Serves as a subject matter expert to employees, retirees, management and college leaders in benefits, leave, retirement and critical benefit related situations.
4. Administers reporting for tracking eligibility under the Affordable Care Act and maintains compliance with state and federal requirements.
5. Ensures compliance with Family Medical Leave Act (FMLA) regulations and institutional policies.
6. Review and process leave requests, determine eligibility, and account for various types of leave, including intermittent and continuous.
7. Evaluates and compares existing employee benefits with those of other employers by analyzing plans, surveys, and other sources of information; provides recommendations for review by management.
8. Prepares all payroll maintenance and supporting documentation in a timely manner to comply with applicable federal and state laws and College policies and procedures.
9. Develops and conducts training and new hire orientation sessions regarding college benefits, retirement and optional plans.
10. Provides vendors with appropriate documentation for work related injuries/illnesses, life, pension, and disability benefits claims.
11. Maintains confidentiality related to sensitive information.
12. Travels throughout campus as needed.

13. Assists with coordinating and attends annual enrollment, benefits, wellness, and retirement fairs, as needed.
14. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree in Human Resources, Business Administration or related field required.
2. At least one (1) year of benefits related experience required.
3. Experience in higher educational setting is highly preferred.
4. Working knowledge of benefit programs in higher educational setting is preferred.
5. Advanced MS Office proficiency, including spreadsheet, database, and research skills required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Excellent customer service.
3. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
4. Bilingual, English/Spanish, preferred.
5. Ability to work evenings and/or weekends as needed; willing to travel throughout Hidalgo and Starr counties using own means of reliable transportation.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read, analyze, and interpret policies and procedures, and/or governmental regulations.
8. Ability to write reports, business correspondence, and procedure manuals.
9. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
10. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.

5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College Classification Description

Title: Human Resources Specialist - Employee Relations

Department: Human Resources

Reports to: Employee Relations Officer

Pay Grade: Administrative Technical Support - 5

Salary Range: \$43,680- \$61,568

Date: 10/19/2021

FLSA Status: Non-Exempt

General Statement of Job

The Human Resources Specialist - Employee Relations performs administrative work on projects assigned by the Employee Relations Officer(s) and/or Director of Human Resources. Responsible for tracking and maintenance of employee background checks, driver's eligibility, and case management; while also analyzing and synthesizing information and research.

Specific Duties and Responsibilities

Essential Functions:

1. Assists Employee Relations Officer(s) with employee relations cases, scheduling, and correspondence.
2. Performs administrative work on projects assigned by the Employee Relations Officer(s) and/or Director of Human Resources.
3. Handles inquiries and exercises sound judgment in referral of inquiries to appropriate staff.
4. Researches and prepares materials for subpoenas, open record requests, and Texas Workforce Commission filings.
5. Assists with duties pertaining to employee relations such as transcribing reports, creating legal binders, preparing correspondence for investigation reports, and personnel records.
6. Responsible for maintenance of the South Texas College Employee Handbook.
7. Seeks to analyze and solve problems, address concerns, and plans ahead with great attention given to confidentiality, customer service, project quality and tedious detail.
8. Conducts federal and state background checks.
9. Maintains log of security sensitive positions and ensures federal background checks are performed and submitted to the proper agency for processing.
10. Prepares documentation for South Texas College driver eligibility.
11. Assists with trainings and presentations.
12. Responsible for case management and development of reporting.
13. Travels throughout the college district, as needed.
14. Performs other duties as assigned.

Required Education and Experience

Human Resources Specialist - Employee Relations

1. Bachelor's Degree in Business Administration, Personnel Management, Human Resources or related field required.
2. At least two (2) years of work experience in similar setting, preferred.
3. At least one (1) year of experience with reporting, analytics and case analysis, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to independently identify and undertake additional tasks to be accomplished.
4. Ability to organize, schedule, coordinate projects and training programs.
5. Ability to safeguard sensitive or confidential information from intentional or unintentional disclosure.
6. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
11. Ability to effectively write reports, business correspondence, and procedures.
12. Ability to effectively present information and respond to questions from groups of employees, managers, and the general public.
13. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with

Human Resources Specialist - Employee Relations

- the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
 6. Perceiving the nature of sounds at normal speaking levels with or without correction.
 7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
 8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 9. Ability to make rational decisions through sound logic and deductive processes.
 10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 11. Standing particularly for sustained periods of time.
 12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
 13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
 14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College

Classification Description

Title: HRIS Support Specialist

Dept.: Human Resources

Reports to: HRIS Officer

Date: 02/16/2023

Pay Grade: TECH-01

Salary Range: \$43,160-\$62,088

FLSA Status: Non-Exempt

General Statement of Job

The HR Support Specialist assist the HRIS Data and Reporting Analyst with maintaining reports and scripts and the HRIS Analysts with maintaining and monitoring existing applications, evaluating, designing, and developing small-scale applications as projects are assigned.

Specific Duties and Responsibilities

Essential Functions:

1. Assists with design and development as well as ongoing maintenance of information systems solutions.
2. Assist with the analysis, development, and implementation of small-scale in-house software systems and customized third-party software as needed in Java, JavaScript, Dynamic HTML.
3. Performs application testing as assigned. Reports technical issues, faults and errors to the HRIS team.
4. Generates reports as needed to support the maintenance of employee records, audits and tracking.
5. Deliver reporting for a wide variety of routine and ad-hoc needs using system programs, report writer programs (Argos, Toad or Oracle SQL Developer), and MS Excel and Access.
6. Proficient in extracting, manipulating, converting and integrating data to and from various systems.
7. Assists in the accurate documentation of business requirements, process narratives and process workflows.
8. Responsible for observing all laws, regulations, and other applicable obligations for business conducted on behalf of the College.
9. Assist the analysts to provide training and support to all levels of system users.
10. Must have access to a remote working site that is safe and free from interruptions, and to equipment and a reliable Internet connection sufficient to perform job duties remotely as required.
11. Performs other duties as assigned.

Required Education and Experience

1. Associates Degree in Computer Science, Computer Information Systems or related field required. Bachelor's degree preferred.
2. At least three (3) years of related experience in similar field required.

Required Knowledge, Skills, and Abilities

1. Demonstrated proficiency in writing, modifying and executing SQL queries and SQL stored procedures with one of the database managements and reporting software (Toad, Oracle SQL Developer or Argos).
2. Excellent oral, written, and interpersonal communication skills.
3. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment.
4. Excellent problem-solving and analytical skills.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed;
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read and interpret documents such as technical and professional manuals, operating and maintenance instructions, and procedure manuals.
11. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
12. Ability to write routine reports and correspondence.
13. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Security Sensitive position: In addition, subject to federal background check.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
6. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
7. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

8. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.
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South Texas College

Classification Description

Title: Accounting Group Supervisor (Cash Management)

Department: Business Office

Reports to: Senior Manager - Accounting Group

Pay Grade: Executive Administrative Professional - 5

Salary Range: \$65,550 - \$96,302

Date: 2/6/2026

FLSA Status: Exempt

General Statement of Job

The Accounting Supervisor for Cash Management & Reporting oversees daily cash operations, investment activities, and compliance with applicable financial regulations. This position leads the monthly and year-end closing processes, prepares and reviews key financial reports, and coordinates audit activities to ensure accuracy and adherence to accounting standards. The role provides supervisory leadership to accounting staff, strengthens internal controls, and drives process improvements in cash management, financial reporting, and general ledger operations to support the strategic and fiscal goals of the institution.

Specific Duties and Responsibilities

Essential Functions:

1. Oversee daily cash management activities, including monitoring cash flow, liquidity levels, and banking activity and prepare cash flow forecast.
2. Manage short-term and long-term investment portfolios in accordance with institutional policies and state regulations and ensure compliance with the Public Funds Investment Act (PFIA) and coordinate required training and reporting.
3. Supervise monthly close activities, including journal entries, accruals, reconciliations, and variance analysis.
4. Develop and maintain closing calendars, workflows, and communication protocols across departments.
5. Lead the year-end financial close process and Annual Comprehensive Financial Report (ACFR) preparation, ensuring deadlines are met and financial statements comply with external and institutional standards.
6. Prepare and review year-end schedules, footnotes, and supporting documentation for financial statements.
7. Oversee development and implementation of improved year-end reporting processes and internal controls. Coordinate with internal departments, auditors, and external stakeholders during annual audits.
8. Supervise, train, and mentor staff within the Cash Management and Accounting teams and assign tasks, review work, and provide ongoing performance feedback and coaching.

Accounting Group Supervisor – Cash Management

9. Promote a collaborative, service-oriented work environment that supports departmental and institutional goals. Assist in hiring, onboarding, and professional development planning for team members.
10. Ensure compliance with College, state/federal, and other pertinent regulations and policies. Maintain awareness of changes in industry and state/federal regulations.
11. Carry out duties and responsibilities with limited supervision. Makes decisions and establishes work priorities on essential procedure-oriented operations.
12. Travel throughout the college district, as needed.
13. Supervise Cash Management financial analyst, accountant and accounting specialist positions.
14. Perform other duties as assigned.

Required Education and Experience

1. A bachelor's degree in accounting or finance is required. Master Degree is preferred
2. At least four (4) years of accounting experience required. Experience with financial reporting is preferred.
3. Experience with Workday ERP system is preferred.
4. Supervisory Experience preferred.
5. Experience in a higher education institution preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Knowledge and understanding of accounting principles and practices, including complex calculations across multiple funding sources, and the ability to prepare and present financial analysis of funds clearly and concisely.
4. Proficient in the preparation of worksheets using Excel.
5. Familiarity with accounting functions and compliance with laws pertaining to assigned functions.
6. Proficient with ten key by touch.
7. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
8. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
9. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
10. Demonstrated commitment to achieving the vision and mission of South Texas College.
11. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
12. Ability to write reports, business correspondence, and procedure manuals.
13. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
14. Ability to solve practical problems and deal with a variety of concrete variables in situations with limited standardization.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or

schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending the leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and make the discrimination sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position to position. It occurs considerably and requires substantial use of the upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word, including the ability to convey detailed or important instructions to other workers accurately and concisely.
11. Sitting or standing, particularly for sustained periods of time.
12. Bending the body downward and forward by bending the spine at the waist. It occurs considerably and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform tasks such as preparing and analyzing data and figures; transcribing; viewing a computer terminal, and extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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Accounting Group Supervisor – Cash Management

gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College

Classification Description

Title: Accounting Specialist – Student Accounts

Department: Student Accounts

Reports to: Accounting Group Supervisor

Pay Grade: Administrative Technical Support - 5

Salary Range: \$43,680 - \$61,568

Date: 2/6/2026

FLSA Status: Non-Exempt

General Statement of Job

The Accounting Specialist – Student Accounts is responsible for supporting the accuracy and integrity of student financial data by monitoring, validating, and maintaining charge items within Workday Student. This role provides technical and accounting support to the Student Accounts and Cashiers Office, ensures proper assessment of tuition and fees, and assists with financial reconciliations, reporting, and compliance. The position requires strong analytical skills, meticulous attention to detail, and the ability to collaborate with multiple departments to ensure that all student charge items are configured and applied correctly.

Specific Duties and Responsibilities

Essential Functions:

1. Maintains and updates all Workday Student charge items each academic term, including courses, mini-mesters, and program-specific fees.
2. Monitors and manages tuition and fee assessment rules using Workday's calculation engine and charge configuration features.
3. Collaborates with academic departments and administrative units to establish, modify, and implement student fees.
4. Participates in system updates, configuration changes, testing cycles, and Workday releases to ensure billing accuracy and functionality.
5. Reviews student accounts to verify accuracy of charges, payments, adjustments, waivers, and refunds.
6. Researches, investigates, and resolves discrepancies related to student billing, fees, and payments.
7. Records, classifies, and summarizes accounting transactions in accordance with established financial structures and standards.
8. Prepares, monitors, and reconciles daily cashiering activity, bank transactions, system uploads, batch processes, and assigned accounting reports.
9. Prepares and analyzes financial and operational reports, ensuring accuracy, quality control, and adherence to deadlines.
10. Assists with annual 1098-T reporting through data review, quality checks, and error resolution.
11. Ensures compliance with institutional policies, state and federal regulations, audit requirements, and documentation standards.

Accounting Specialist – Student Accounts

12. Extracts, processes, validates, and assembles data using Workday Student, TouchNet, Ellucian Campus Receivables Collector, Banner, Argos, and collection agency reporting tools.
13. Provides administrative, organizational, and technical support to Cashiers and Student Accounts operations, including coordinating projects and aligning billing processes across departments.
14. Responds to inquiries from students, staff, and external partners with professionalism and attention to detail, and develops resources, guides, and tools to support effective student financial services.
15. Travel throughout the college district, as needed.
16. Perform other duties as assigned.

Required Education and Experience

1. A bachelor's degree in Business Administration required. Accounting or Finance major is preferred.
2. At least two (2) years of accounting experience required.
3. Experience with Workday ERP system is preferred.
4. Experience in a higher education institution preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Knowledge and understanding of accounting principles and practices, including complex calculations across multiple funding sources, and the ability to prepare and present financial analysis of funds clearly and concisely.
4. Proficient in the preparation of worksheets using Excel.
5. Familiarity with accounting functions and compliance with laws pertaining to assigned functions.
6. Proficient with ten key by touch.
7. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
8. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
9. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
10. Demonstrated ability to interact effectively with a diverse, multicultural college population.
11. Demonstrated commitment to achieving the vision and mission of South Texas College.
12. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
13. Ability to write reports, business correspondence, and procedure manuals.
14. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
15. Ability to solve practical problems and deal with a variety of concrete variables in situations with limited standardization.

16. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending the leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and make the discrimination sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position to position. It occurs considerably and requires substantial use of the upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word, including the ability to convey detailed or important instructions to other workers accurately and concisely.
11. Sitting or standing, particularly for sustained periods of time.
12. Bending the body downward and forward by bending the spine at the waist. It occurs considerably and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform tasks such as preparing and analyzing data and figures; transcribing; viewing a computer terminal, and extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion,

Accounting Specialist – Student Accounts

age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College Classification Description

Title: Senior Administrative Assistant

Dept: Department of Public Safety

Pay Grade: ATS 4

Salary Range: \$39,520- \$55,702

Date:4/16/2026

FLSA Status: Non-Exempt

General Statement of Job

The Senior Administrative Assistant assists with facilitating communications between the Department of Public Safety and the College. The Senior Administrative Assistant provides administrative support to the Chief of Police, administrators, and Department of Public Safety staff by planning and following up on administrative matters and by performing the following essential duties and other duties as assigned.

Specific Duties and Responsibilities

Essential Functions:

1. Provides administrative support and assistance to the Chief of Police, administrators, division, and office staff.
2. Facilitate communications within the Department of Public Safety and the College by anticipating, planning, and following up on administrative matters.
3. Archives confidential information and stores it based on the Records Retention Cycle.
4. Assists in administrative affairs of the Chief of Police.
5. Assists with the coordination of the Chief of Police and administrators' calendar.
6. Collects data and information required to prepare reports and documents as requested.
7. Coordinates activities/reports with other departments and divisions.
8. Manages and/or monitors multiple activities and coordinated tasks, with some weekend and evening work required to meet strict deadlines.
9. Responds to inquiries and directs to appropriate department staff.
10. Addresses problems and concerns as they come to the Department of Public Safety and formulates solutions or refers to the College's policies and procedures for guidance.
11. Represents the Department of Public Safety with good customer service, providing correct information and maintaining a professional image.
12. Maintains and updates documents outlining and explaining division procedures and policies.
13. Reviews and maintains budget for the Department of Public Safety accounts.
14. Assists in the Department of Public Safety meetings, as well as the coordination of the equipment to be used, and the refreshments to be served at meetings and

- scheduled events.
15. Organizes and conducts consistent training for division's support staff.
 16. Creates and prepares meeting minutes.
 17. Verifies Department of Public Safety documentation, as needed.
 18. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree in related field required.
2. At least two (2) years' work experience in a professional work setting is required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Demonstrated expertise in computers and office automation, including word processing, spreadsheets, Excel, PowerPoint, Access (database) and overall knowledge of the Windows environment.
3. Strong proficiency in composing correspondence and preparing lengthy documents and reports.
4. Ability to prioritize, organize and complete multiple tasks.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to exercise sound judgment within a fast-paced and stressful office environment.
7. Interact with the public in a positive manner, answer questions regarding programs and department matters, and refer the public to the appropriate office.
8. Possess strong critical-thinking and problem-solving skills.
9. Professional pride and commitment to perform all responsibilities with high quality, accuracy and timeliness.
10. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Strong proficiency in composing correspondence and in preparing lengthy documents and reports, both accurately and with attention to detail. Ability to address problems and concerns from students, faculty, staff and the public, and formulate solutions with great attention given to customer service.
11. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including

- the human body.
2. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
 3. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 4. Applying pressure to an object with the fingers and palm.
 5. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
 6. Ability to make rational decisions through sound logic and deductive processes.
 7. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
 8. Extending hand(s) and arm(s) in any direction.
 9. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 10. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 11. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
 12. Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 13. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College Classification Description

Title: Specialist Compensation

Reports to: Compensation and Payroll Manager

Department: Human Resources

Pay Grade: ATS-05

Salary Range: \$43,680- \$61,568

Date: 05/19/2022

FLSA Status: Non-Exempt

General Statement of Job

Assists the Compensation and Payroll Manager with the development, implementation and administration of compensation and related programs. Responsible for a wide variety of duties within compensation involving application and interpretation of rules, regulations, policies and procedures and surveys.

Specific Duties and Responsibilities

Essential Functions:

1. Conducts research and analysis to establish/validate appropriate salary grades.
2. Researches and analyzes compensation and related Human Resources issues.
3. Keeps up to date on current compensation trends, laws and regulations.
4. Participates and assists in salary surveys to analyze data to determine market competitiveness.
5. Compiles incumbent salary data from various sources and participates in external salary surveys.
6. Establishes and maintains consistent compensation analysis procedures and ensures compliance with compensation setting methodology and guidelines.
7. Maintains and updates a task list of pending classification reviews and other compensation actions.
8. Participates in the preparation and review of data for college-wide salary adjustments.
9. Responsible for processing educational supplements for all classifications.
10. Participates in the preparation and review of the college staffing plan and pay plan.
11. Assists with gathering relevant data, analyze problems and evaluate alternatives for appropriate recommendations.
12. Maintains and distribute as appropriate, current employee information and other communications.
13. Responsible to prepare clear, accurate and persuasive reports, and other written materials and analytics.
14. Maintains standard procedures to accomplish assigned tasks while managing multiple and changing priorities.
15. Travels throughout the college district, as needed.

16. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree in Accounting, Human Resources Management, or related field required.
2. At least two (2) years of relevant professional work experience required.
3. At least three (3) years of experience in human resources, compensation administration, financial analysis or accounting, preferred.

Required Knowledge, Skills and Abilities

1. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
2. Knowledge of quantitative and qualitative research methods.
3. Knowledge of human resources laws, regulations and best practices.
4. Excellent organizational skills.
5. Ability to work under pressure and meet deadlines.
6. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
7. Proficient in preparation of worksheets using Excel.
8. Proficient with ten key by touch and other office technology.
9. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
10. Demonstrated commitment to achieving the vision and mission of South Texas College.
11. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.
12. Ability to effectively present information and respond to questions from groups of manager's clients, customers, and the general public.
13. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the

- discrimination in sound.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
 4. Bending legs at knee to come to a rest on knee or knees.
 5. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 6. Ability to make rational decisions through sound logic and deductive processes.
 7. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
 8. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
 9. Extending hand(s) and arm(s) in any direction.
 10. Substantial movements (motions) of the wrist, hands, and/or fingers.
 11. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 12. Sitting particularly for sustained periods of time.
 13. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 14. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
 15. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College Classification Description

Title: Analyst – Teacher Retirement System

Dept: Office of Human Resources

Reports to: Supervisor – Benefits

Pay Grade: (ATS, EAP)

Date: 00/00/2026

Salary Range: \$00,000-\$00,0000

FLSA Status: Non-Exempt

General Statement of Job

The Teacher Retirement System Analyst reports to the Benefits Supervisor and will assist the Benefits Supervisor and Senior Benefits Manager in administering all health insurance benefits, retirement plans, state reporting, employee absences, and benefits deductions for all college employees. The Teacher Retirement System Analyst will facilitate the administration of the Teacher Retirement System (TRS) state monthly reporting.

Specific Duties and Responsibilities

Essential Functions:

1. Coordinates and administers employee benefit plans.
2. Administers the reporting Teacher Retirement System (TRS) program which encompasses in processing & out processing TRS eligible employees, employment after retirement employees.
3. Serves as a subject matter expert to employees, retirees, management and college leaders in benefits, leave, retirement and critical benefit related situations.
4. Prepares, maintains, and submits electronic files and reports for Teacher Retirement System (TRS) reporting
5. Assists prospective retirees and prepares & processes Teacher Retirement System (TRS) paperwork.
6. Review and process prior school district and/or state verification records to determine eligibility under Teacher Retirement System (TRS).
7. Evaluates and compares existing employee benefits with those of other employers by analyzing plans, surveys, and other sources of information; provides recommendations for review by management.
8. Prepares all payroll maintenance and supporting documentation in a timely manner to comply with applicable federal and state laws and College policies and procedures.
9. Develops and conducts training and new hire orientation sessions regarding college benefits, retirement and optional plans.
10. Provides vendors with appropriate documentation for work related injuries/illnesses, life, pension, and disability benefits claims.
11. Maintains confidentiality related to sensitive information.

12. Travels throughout campus as needed.
13. Assists with coordinating and attends annual enrollment, benefits, wellness, and retirement fairs, as needed.
14. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree in Human Resources, Business Administration or related field required.
2. At least one (1) year of benefits related experience required.
3. Experience in higher educational setting is highly preferred.
4. Working knowledge of benefit programs in higher educational setting is preferred.
5. Advanced MS Office proficiency, including spreadsheet, database, and research skills required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Excellent customer service.
3. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
4. Bilingual, English/Spanish, preferred.
5. Ability to work evenings and/or weekends as needed; willing to travel throughout Hidalgo and Starr counties using own means of reliable transportation.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read, analyze, and interpret policies and procedures, and/or governmental regulations.
8. Ability to write reports, business correspondence, and procedure manuals.
9. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
10. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with

- the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
 6. Perceiving the nature of sounds at normal speaking levels with or without correction.
 7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
 8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 9. Ability to make rational decisions through sound logic and deductive processes.
 10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 11. Standing particularly for sustained periods of time.
 12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
 13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
 14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College

Classification Description

Title: Accounting Specialist (Budget)

Dept: Business Office

Reports to: Senior Manager - Budget

Salary Range: \$43,680 - \$61,568

Pay Grade: Administrative Technical Support- 5

Date: 3/6/2026

FLSA Status: Non-Exempt

General Statement of Job

The Accounting Specialist assists with various accounting functions in the Budget area of the Business Office. Responsible for posting entries, reviewing budget adjustments and student club disbursements, preparing financial reports, and reconciling accounts.

Specific Duties and Responsibilities

Essential Functions:

1. Performs assigned accounting functions within the Budget area of the Business Office.
2. Reviews and approves budget change requests, interdepartmental transfers, and student club disbursement requests, travel authorizations, and vouchers.
3. Prepares and enters accurate and timely accounting journals, revenue entries, and budget changes.
4. Prepares accurate and timely financial reports, account reconciliations, and other projects when necessary.
5. Assists departments and student clubs with balance inquiries.
6. Investigates discrepancies and resolves questions and issues related to assigned accounting function.
7. Assists with preparing local, state, and federal reports.
8. Assists in the preparation of the Annual Comprehensive Financial Report by preparing documentation, financial reports, and financial notes.
9. Maintains record retention for the Budget area in accordance with college policy and regulatory requirements.
10. Ensures compliance with College, state/federal, and other pertinent regulations and policies and procedures.
11. Assists and cross-trains staff and departments, and maintains working knowledge of different duties when assigned to a backup role.
12. Assists with Workday testing as needed.
13. Travels throughout the college district, as needed.
14. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree in Accounting or related field required.
2. At least two (2) years of accounting experience required.
3. Experience with financial records system, preferred.
4. Experience in a higher education institution, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Familiarity with accounting functions and compliance with laws pertaining to assigned functions.
4. Proficient with ten key by touch.
5. Knowledge of tax deposit preparation.
6. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
7. Ability to work independently as well as a team player within department and with others.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
11. Ability to write reports, business correspondence, and procedure manuals.
12. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
13. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.

3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College Classification Description

Title: Associate Director - FAS Data Analysis and Reporting
Department: Finance and Administrative Services
Reports to: Vice President of Finance and Administrative Services
Pay Grade: – Executive Administrative Professional – 9
Salary Range: \$84,735.00 - \$121,935.00
Date: 09/24/2020, revised 4/28/26

FLSA Status: Exempt

General Statement of Job

The Finance and Administrative Services (FAS) Administrative Officer is responsible for providing professional-level executive administrative, technical data analysis, and reporting support to the Vice President for Finance and Administrative Services (VPFAS) in the coordination, and management of the operations of the Office of the Vice President for Finance and Administrative Services and the Finance and Administrative Services Division. Works closely with the VPFAS on tactical, strategic, and long-term planning and daily administration of the operation of the Division of the Finance and Administrative Services. Supervises by transforming complex data into clear and actionable insights and the preparation, accuracy, and distribution of key administrative reports across multiple departments, and coordinates the work of FAS Project Managers and other office staff.

Specific Duties and Responsibilities

Essential Functions:

1. Responsible for providing administrative leadership support to VPFAS and direction to FAS Division leadership and collaborates and coordinates with the Divisions' Directors and leaders on assigned functions and initiatives.
2. Assists the VPFAS with monitoring FAS Departments' budgets, verifying compliance, and ensuring overall accountability of functional activities, including data analysis, and reporting in each area.
3. Works closely with FAS Directors and leaders in the assessment of the effectiveness and quality of all finance and administrative services functions, including administering surveys, self-assessments, and peer-assessments.
4. Assists the VPFAS in providing leadership and direction for the FAS Division's and Departments' I.E. Plan, Comprehensive Plan, Risk Assessment, Communication Plan, Internal Control Plan, Fraud Awareness Plan, Continuity Operations Plan, Emergency Preparedness Plan, Employee Professional Development Plan, Accreditation Standards, Internal and External Audits, and other projects and plans.
5. Oversees the progress, completion, and documentation of FAS Divisions' projects and tasks, including information technology projects.

Associate Director - FAS Data Analysis and Reporting

6. Works closely with FAS Directors and leaders in overseeing and assisting in the planning, compilation, and completion of board meeting agenda items and supporting documentation.
7. Works closely with the VPFAS on tactical, strategic, and long-term planning and daily administration of the Division of the Finance and Administrative Services.
8. Prepares clear and concise reporting and presentations on finance and administrative functions and operations.
9. Documents data analysis in written reports, utilizing graphs, process mapping, dashboards, historical trends, and assumptions.
10. Analyze financial, operational, and other institutional and external data to identify trends, risks, and opportunities.
11. Translate complex data findings into concise reports and presentations for executive leadership.
12. Provide data-driven recommendations to support policy development and institutional priorities.
13. Design, prepare, and maintain recurring and ad hoc reports for executive leadership.
14. Develop dashboards and visualizations to enhance accessibility and understanding of key metrics using Workday, advanced Excel, and other softwares.
15. Ensure consistency, accuracy, and integrity of data across all reporting platforms.
16. Oversee the preparation and submission of administrative reports for the FAS Division departments, including Business Office, Office of Human Resources, Department of Public Safety, and other departments as assigned.
17. Coordinate with department heads to ensure timely and accurate data collection and reporting.
18. Maintain compliance with local, state, and federal reporting requirements.
19. Serve as a liaison between departments to standardize data definitions and reporting processes.
20. Provide training and guidance to staff on data collection, reporting tools, and best practices.
21. Support institutional initiatives by providing analytical expertise and reporting support.
22. Oversees the progress and completion of the FAS Division Departments' goals and strategies, including the Division's overarching goals.
23. Promotes the Division's mission and vision, innovation, quality, accountability, and continuous improvement.
24. Provides leadership over planning and organization of Office of VPFAS' record retention process and official documents, including electronic records and paper files.
25. Responds to complex inquiries and complaints received from internal and external sources regarding the Divisions' subject matter.
26. Promotes internal and external communication by providing updates of major initiatives and activities of the area to all stakeholders.
27. Exhibits creative ability in developing processes, procedures, and programs.
28. Researches, documents, and analyzes specific issues to provide subject matter information and to serve as knowledge expert in area of assignment.
29. Maintains knowledge of internal controls, College's policies and procedures, and applicable federal, state, and local laws and regulations.
30. Represents the VPFAS in meetings and events, as needed.
31. Serves on or chairs College-wide or FAS Division committees.

Associate Director - FAS Data Analysis and Reporting

32. Executes tasks using significant judgment and initiative with a high degree of professionalism, confidentiality, and accuracy to determine the approach, or action to take in non-routine situations.
33. Exhibits strong leadership and communication skills and be able to work effectively as part of the FAS administrative team.
34. Travels throughout the college district, as needed.
35. Recommends for hire, supervises, trains, mentors, assigns schedules, and evaluates the FAS Project Managers, and other office staff, as assigned.
36. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree in finance, Accounting, Business Administration, Data Analytics, Public Administration, or a related field required.
2. At least five (5) years of experience in data analysis, or financial analysis, and reporting required.
3. Strong analytical skills with experience interpreting complex datasets.
4. Familiarity with ERP systems.
5. Knowledge of regulatory reporting requirements in a community college setting preferred.
6. Master's degree in Business Administration or related field preferred.
7. Experience in higher education and in community college setting preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with advanced proficiency knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook) and internet research skills.
3. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.
4. Ability to analyze situations quickly and objectively and to determine proper course of action.
5. Team player with the ability to collaborate with all college departments, functions, and other support services.
6. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
7. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
10. Ability to write reports, business correspondence, and procedure manuals.
11. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and/or Boards of Trustees.
12. Ability to define problems, collect data, establish facts, and draw valid conclusions.
13. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or

schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Applying pressure to an object with the fingers and palm.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Sitting particularly for sustained periods of time.
9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College

Classification Description

Title: Bus Driver

Department: Student Transportation Services

Reports to: Public Safety & Transportation Services Manager

Pay Grade: Operations Support- 3

Salary Range: \$36,400-\$51,293

Date: 09/28/2022

FLSA Status: Non-Exempt

General Statement of Job

The Bus Driver transports students, faculty, staff, and others between college campuses and the Park and Ride lot. Responsible for the safe operation of the shuttle buses, which includes daily safety inspections, fueling, and maintaining order in the vehicle. When shuttle service is not required, the Bus Driver assists with other duties, including vehicle cleaning/maintenance, parking/traffic management, security on college property and/or general office duties.

Specific Duties and Responsibilities

Essential Functions:

1. Drives a full-sized passenger bus in compliance with applicable laws and regulations.
2. Drives designated bus routes, fuels bus daily, and removes debris and trash.
3. Discharges riders only at authorized stops.
4. Reports all accidents and incidents, from minor to major, to the dispatch office and supervisor immediately; completes required reports, and submits them to the supervisor.
5. Exercises responsible leadership and provides timely notice when unable to perform duties as scheduled.
6. Maintains order when operating the bus and reports undisciplined individuals to the proper authority.
7. Ensures proper and quick evacuation in case of an emergency.
8. Ensures proper condition of bus by conducting "pre" and "post" trip inspections and completes daily inspection reports.
9. Reports defective equipment to the supervisor.
10. Ensures maintenance of the bus following department procedures.
11. Takes bus for maintenance and repair when needed.
12. Ensures proper and quick evacuation in case of an emergency.
13. Prepares and submits reports that include the number of passengers, trips, hours on route, purchases of gasoline, and mileage.
14. Turns in lost/found items and reports suspicious circumstances/safety hazards in parking lots and on designated bus routes pertaining to.
15. Strives continually to promote the safety, health and comfort of students, faculty,

- staff, and others in the performance of duties.
16. Maintains knowledge of college bus rules, regulations, and procedures by attending training as specified by the supervisor.
 17. Maintains current Commercial Driver's License (CDL) and certification as specified by the Texas Department of Public Safety.
 18. Strives continually to promote the safety, health and comfort of students, faculty, staff, and others in the performance of duties and maintains confidentiality.
 19. Answers questions about schedules, routes, and transfer points.
 20. Performs other duties as assigned.

Required Education and Experience

1. High School Diploma or GED required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Must be willing to learn computer usage related to position.
3. Bilingual, English/Spanish, preferred.
4. Must be willing and able to work various hours and rotating shifts during the hours of operation as assigned.
5. Ability to work evenings and/or weekends as needed.
6. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
7. Ability to write routine reports and correspondence.
8. Ability to speak effectively before groups of students, customers or employees of organization.
9. Ability to apply practical understanding to carry out detailed but uninvolved written or oral instructions.
10. Ability to deal with problems involving a few concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Safety Sensitive position: participation in a drug and alcohol testing program under Federal Transit Administration guidelines is required.
4. Must have a valid Texas Class A or B Commercial Driver's License (CDL) with passenger (P) endorsement.
5. Must have current Department of Transportation (DOT) Medical Card.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

3. Moving about on hands and knees or hands and feet.
4. Bending the body downward and forward by bending leg and spine.
5. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Applying pressure to an object with the fingers and palm.
8. Perceiving the nature of sounds at normal speaking levels with or without correction.
9. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
10. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position and requires substantial use of upper extremities and back muscles.
11. Ability to make rational decisions through sound logic and deductive processes.
12. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
13. Visual acuity to operate motor vehicles and/or heavy equipment.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

Work Environment:

1. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, including inclement weather, excessive noise, intermittent, fumes, smoke or gases, grease and oils.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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Executive Director-Sponsored Initiatives

Carla M. Rodriguez

Senior Administrative Assistant

San Juanita Garcia

Title Change Only – Current Title:

**Special Assistant to the Executive Director –
Sponsored Initiatives**

Juan Carlos Aguirre – P001078

New Title: Strategic Assistant - Office of Sponsored Initiatives

Coordinator – Sponsored Projects

Marissa Anzaldua

Reclass – Current Title:

Resource Development Officer

Sara Walker – P002886

New Title: Manager – Operational Resources

Alignment

Director-Project Alignment

Samantha B. Uriegas

100% Perkins Grant Funded

**Manager-Access and
Advocacy**

Dr. Maricela Oliva

100% Perkins Grant Funded

CTE Project Manager

David Morales

100% Perkins Grant Funded

**Coordinator-CTE
Projects**

Vacant

Development

**Senior
Development
Officer**

Nohemi Marroquin

**Grant
Development
Officer**

Lenis Salinas

Compliance

**Officer – Senior
Management and
Compliance**

Myra Ochoa

**Manager – Grant
and Contract
Compliance**

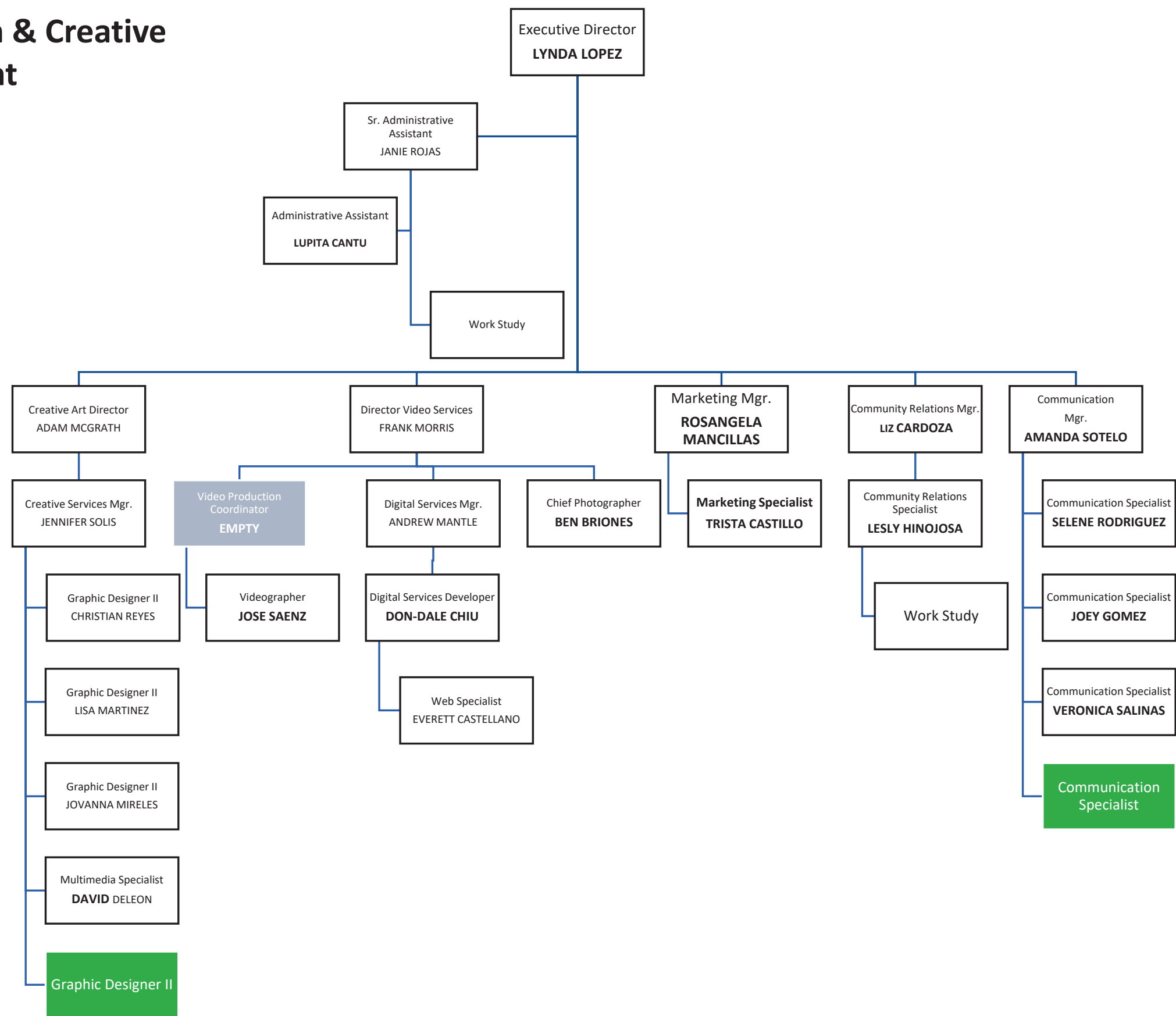
Sergio Rojas

**Manager – Grant
and Contract
Compliance**

Vacant

Key	HEX#
Existing Associate Vice President	8e479b
New Proposed Associate Vice President	005ed1
New	40ad48
Frozen	bdd7ee
Vacant	acb9ca
Reclass	deba73
Title Change Only	F2af85
Pool Adj	ed7d31
FAST Funds	00ff99

STC Communication & Creative Services Department



South Texas College Classification Description

Title: Graphic Designer II

Dept: Communication and Creative Services

Reports to: Executive Director of Public Relations and Marketing

Pay Grade: Administrative Technical Support - 5

Salary Range: \$43,680.00 - \$61,568.00

Date: 11/10/2022

FLSA Status: Non-Exempt

General Statement of Job

The Graphic Designer II researches, conceives and designs artwork for College and departmental publications, marketing materials, event collateral, major publications and/or other print and electronic communications vehicles.

Specific Duties and Responsibilities

Essential Functions:

1. Designs and layout in-house projects.
2. Works with creative services team to produce external special edition publications and major publications including the College catalog.
3. Designs various collateral, including but not limited to ads, brochures, fliers, reports and other materials used in the College's advertising, information, development and recruiting efforts.
4. Designs College event collateral.
5. Meets critical deadlines for marketing information.
6. Contacts and meets with requesting departments regarding publication projects.
7. Documents status reports of projects.
8. Assists supervisor with project requests, quotes and Public Relations and Marketing approvals, as needed.
9. Keeps current on trends and development of design, print publication and software.
10. Presents and proposes design solutions to supervisor and clients.
11. Reviews and approves vendor progress by proofing systems.
12. Monitors printing production.
13. Consults and discusses photographic shoots with photographers according to project specifications.
14. Performs other duties as assigned.

Required Education and Experience

1. Associate's Degree in Graphic Design, Art, or related field required; Bachelor's degree preferred.
2. At least three (3) years of relevant work experience in higher education or

ad/marketing agency required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Desktop publishing knowledge with a strong sense of design.
4. Proficient in the use of graphic design software including Adobe Photoshop, Adobe Illustrator, Adobe InDesign, and Adobe Acrobat Pro.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to effectively present information and respond to questions from groups of students, employees, managers, clients, customers, and the general public.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Substantial movements (motions) of the wrist, hands, and/or fingers.
5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
6. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
7. Visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color,

- depth perception, and field vision.
8. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 9. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College Classification Description

Title: Communication Specialist

Dept: Public Relations/Marketing

Reports to: Director of Public Relations and Marketing

Pay Grade: Administrative Technical Support- 4

Salary Range: \$39,520- \$55,702

Date: 09/19/2023

FLSA Status: Non-Exempt

General Statement of Job

The Communication Specialist is responsible for moderating communications between the College and various media outlets such as newspapers, radio broadcasts and television stations and social media. The Communication Specialist writes, edits, and assists with the development and execution of a wide range of editorial projects for external and internal audiences.

Specific Duties and Responsibilities

Essential Functions:

1. Responsible for the development and execution of a wide range of editorial projects for external and internal audiences.
2. Writes and edits for recurring publications and electronic news distribution.
3. Counsels internal clients on editorial matters.
4. Accepts assignments on a wide range of topics from PR and Communication Manager, and also develops own story ideas based on in-depth knowledge of the College and as a result of personal contacts developed through the College.
5. Discusses story ideas with managers and determines scope, deadlines, word counts and photo or other graphic possibilities.
6. Submits stories that are well-researched and well-reported, grammatically and factually sound, clearly written and interesting to read, conform to AP style, are balanced in viewpoint and that follow standards of excellent journalism.
7. Writes and distributes press releases to appropriate media outlets and writes content within social media channels, including blog posts, tweets, pins, photos and videos.
8. Pitches stories to news media as assigned.
9. Assist in developing social media strategies to market the college and its successes to grow an audience and build brand awareness.
10. Assists in maintaining and growing business presence across social media channels including, but not limited to: X, formerly Twitter, Facebook, LinkedIn, YouTube, Instagram.
11. Leverages measurement tools to provide progress reports and insights of social media to successfully promote the college and its programs.
12. Arranges photography and/or press coverage for special events

13. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree in Journalism, Communication Arts or related field required.
2. At least two (2) years of professional experience in publication production, writing and editing, preferred.
3. Experience with media relations in an educational setting, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Familiarity with pitching stories to news media.
4. Familiarity of DSLR camera equipment.
5. Working knowledge of social media platforms
6. Ability to identify and pursue stories that adhere to strategic priorities.
7. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
10. Ability to work independently as well as a team player within the department and with others.
11. Demonstrated commitment to achieving the vision and mission of South Texas College.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.

5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College

Classification Description

Title: Resource Development Officer

Department: Office of Sponsored Initiatives

Reports to: Executive Director – Office of Sponsored Initiatives

Pay Grade: Executive Administrative Professional – 3

Salary Range: \$52,191.00 - \$76,676.00

Date: 03/11/2025

FLSA Status: Exempt

General Statement of Job

The Resource Development Officer provides strategic and technical support across the pre-award, post-award, and closeout phases of the sponsored project lifecycle. This position designs, implements, and maintains internal systems and digital infrastructure. The role engages cross-divisionally to strengthen workflow efficiency, data integrity, and collaboration using centralized platforms, dashboards, and standardized processes.

Specific Duties and Responsibilities

Essential Functions:

1. Provides operational and systems-level support to the Office of Sponsored Initiatives related to pre-award and post-award sponsored initiative practices.
2. Designs and maintains standardized templates, workflow processes, and guidance materials for grant development and compliance to ensure consistency and efficiency.
3. Develops and administers internal digital systems and repositories (e.g., SharePoint and related platforms), through routine updates and management of shared departmental content to support grant development, reporting, record retention, and cross-departmental collaboration.
4. Creates and manages digital tools to enhance workflow tracking, reporting accuracy, and data-informed decision-making related to sponsored initiatives.
5. Establishes and documents system standards, workflows, and governance practices to support data integrity and long-term sustainability of internal grant systems.
6. Develops and delivers training, documentation, and guidance related to grant processes, internal systems, and compliance requirements.
7. Facilitates cross-divisional collaboration to improve the feasibility, sustainability, and operational readiness of sponsored initiatives.
8. Collaborates with Office of Sponsored Initiatives staff on departmental initiatives, and adheres to college and departmental procedures, including but

- not limited to the use of project management tools, electronic filing systems, and record retention standards.
9. Supports with development and review of the department's institutional effectiveness plan to align with departmental growth and the College's mission, and prepares executive summaries, agendas, and other reports for the Executive Director.
 10. Utilizes a variety of sources to gather and report current data, including demographic, economic, workforce/industry/occupation, and academic data and maintains internal systems for institutional use.
 11. Monitors federal, state, and local legislation, appropriations and regulatory actions that affect grant development.
 12. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required; Master's Degree preferred.
2. At least three (3) years of experience in grant/project development, management, compliance, and/or administration of internal systems or digital platforms required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, SharePoint, DocuSign, and Outlook, the Windows environment, and internet research skills.
3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
5. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read, analyze, and interpret grant documents and agreements.
8. Ability to write reports, business correspondence, and procedure manuals.
9. Ability to maintain confidentiality and to exercise discretion and sound judgment.
10. Ability to effectively present information and respond to questions from administrators, faculty and staff.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

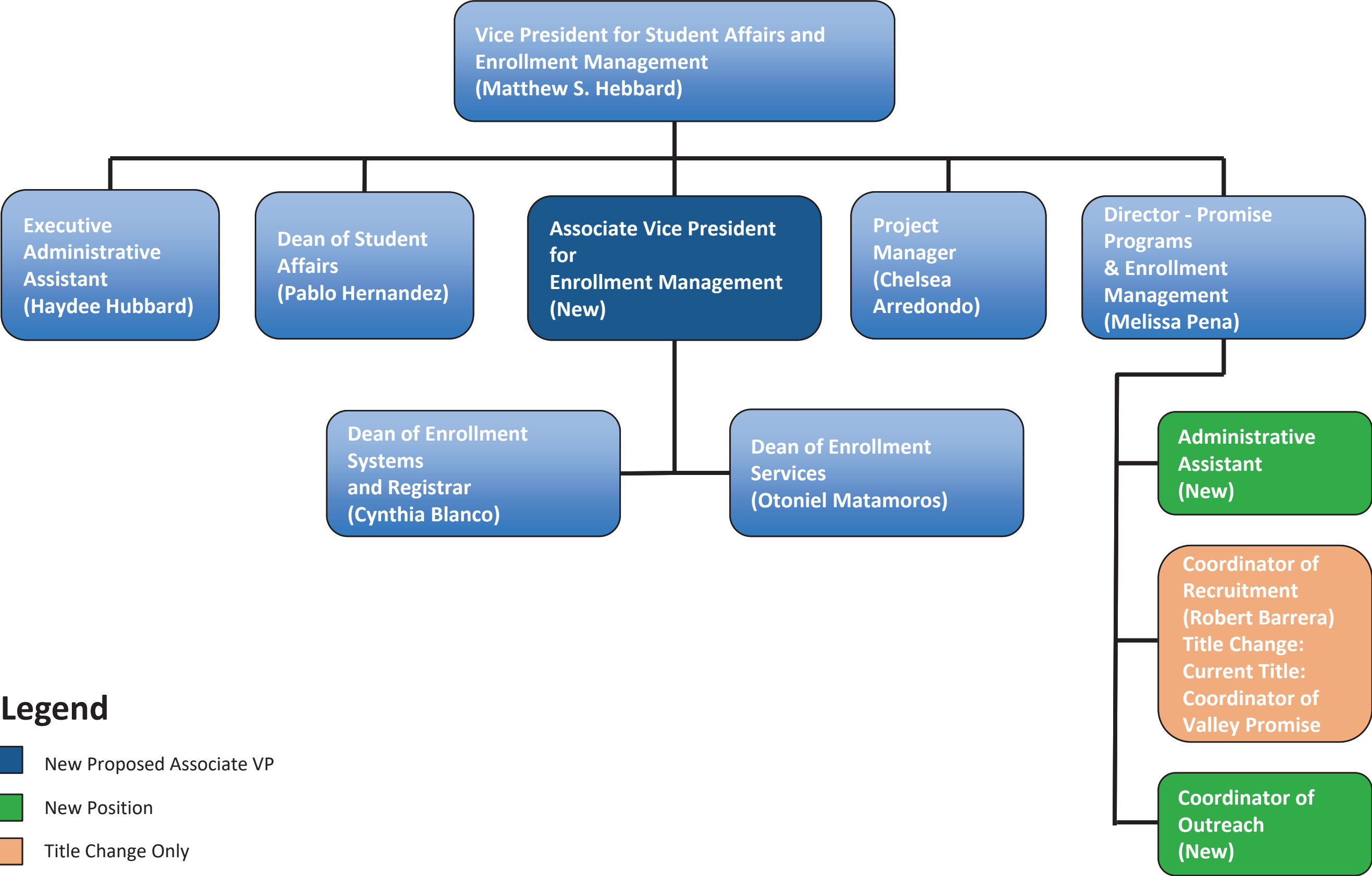
1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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Office of VP for SAEM Organizational Chart FY26-FY27



South Texas College

Classification Description

Title: Associate Vice President for Enrollment Management

Department: Student Affairs and Enrollment Management

Reports to: Vice President for Student Affairs and Enrollment Management

Pay Grade: Executive Administrative Professional - 14

Salary Range: \$129,149-\$182,053

Date: 07/05/2025

FLSA Status: Exempt

General Statement of Job

The Associate Vice President for Enrollment Management provides strategic and operational leadership for the College's enrollment pipeline, with a primary focus on driving new student enrollment growth through coordinated outreach, engagement, and conversion strategies. This role is responsible for managing the full enrollment lifecycle from application through registration, with an emphasis on increasing yield among prospective students, particularly first-time-in-college (FTIC) populations. The AVP leads the integration of recruitment, enrollment services, and enrollment systems into a unified, data-informed model that prioritizes high-impact engagement strategies, including event-based enrollment models, targeted high school outreach, and real-time student follow-up. This position works in close alignment with institutionally defined enrollment growth initiatives, including Promise-based programs, to ensure coordinated execution across outreach, communication, and conversion efforts. The AVP establishes clear enrollment targets, monitors funnel performance, and ensures consistent, accountable execution across all enrollment-facing units to support the College's strategic enrollment goals.

Specific Duties and Responsibilities

Essential Functions:

1. Lead and manage the College's enrollment funnel, including application generation, engagement, conversion, and registration outcomes.
2. Develop and execute strategies to improve yield rates, particularly among FTIC students, through targeted outreach, engagement, and follow-up.
3. Oversee and scale high-impact enrollment models, including All Access events, One Stop models, and community-based enrollment initiatives.
4. Align recruitment, enrollment services, and enrollment systems to support a coordinated, student-centered enrollment experience.
5. Oversee Promise programs leadership to ensure alignment between outreach efforts and enrollment conversion strategies.
6. Establish and monitor key enrollment performance metrics, including application-to-registration conversion rates, event yield, and enrollment velocity.
7. Lead the use of technology platforms (e.g., CRM, texting systems, event management tools) to support proactive student engagement and timely follow-up.

Associate Vice President for Enrollment Management

8. Ensure consistent execution and accountability across enrollment units, including Enrollment Services and Enrollment Systems.
9. Collaborate with Marketing and Communications to support targeted enrollment campaigns tied to measurable conversion outcomes.
10. Identify and remove operational barriers within the enrollment process to improve efficiency and student progression from application to registration.
11. Monitor enrollment trends and produce regular reports to inform institutional strategy and executive decision-making.
12. Ensure enrollment-related processes comply with institutional policies, accreditation standards, and state and federal regulations.
13. Serve as a liaison with external partners, including high schools and community organizations, to strengthen enrollment pipelines and access pathways.
14. Represent the College in relevant meetings, initiatives, and partnerships related to enrollment growth and access.

Required Education and Experience

1. Master's degree from an accredited institution in Higher Education Administration, Student Affairs, or a related field.
2. Minimum of seven (7) years of progressive leadership experience in higher education administration, with a focus on enrollment management, recruitment, or student access initiatives.
3. Demonstrated experience leading enrollment-related initiatives with measurable outcomes.
4. Demonstrated leadership in developing and executing enrollment growth strategies that emphasize application-to-registration conversion, particularly among FTIC student populations.
5. Experience designing and implementing large-scale, event-based enrollment models that result in measurable enrollment outcomes.

Required Knowledge, Skills and Abilities

1. Ability to lead and coordinate complex, cross-functional enrollment initiatives.
2. Strong analytical skills with the ability to interpret data and translate insights into actionable strategies.
3. Excellent oral, written, and presentation communication skills.
4. Ability to manage multiple priorities in a fast-paced environment.
5. Strong interpersonal skills and the ability to collaborate effectively across departments and with external partners.
6. Ability to exercise sound judgment and make data-informed decisions.
7. Demonstrated commitment to student access, success, and institutional mission.
8. Excellent oral, written, presentation, and interpersonal communication skills.
9. Strong computer skills with knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook) and internet research skills.
10. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.
11. Ability to analyze situations quickly and objectively and to determine proper course of action.

Associate Vice President for Enrollment Management

12. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
13. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
14. Demonstrated commitment to achieving the vision and mission of South Texas College.
15. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, THECB and SACSCOC regulations, governmental regulations, and Legislative policy.
16. Ability to write reports, business correspondence, and procedure manuals.
17. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and Boards of Trustees.
18. Ability to define problems, collect data, establish facts, and draw valid conclusions.
19. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
20. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Applying pressure to an object with the fingers and palm.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Sitting particularly for sustained periods of time.
9. Close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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Associate Vice President for Enrollment Management

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South Texas College

Classification Description

Title: Coordinator of Outreach

Dept: Valley Promise

Reports to: Director- Promise Program and Enrollment Management

Pay Grade: Executive Administrative Professional- 3

Salary Range: \$53,445- \$78,518

Date: 5/16/2017

FLSA Status: Exempt

General Statement of Job

The Coordinator of Outreach leads and manages community-based engagement initiatives designed to increase college access, financial aid completion, and early student connection to South Texas College. This position focuses on expanding outreach efforts across the Rio Grande Valley through financial aid programming, campus visit experiences, and community partnerships.

The Coordinator plays a key role in supporting the enrollment pipeline by increasing FAFSA/TASFA completion, strengthening early awareness efforts, and creating meaningful campus and community engagement opportunities that align with institutional enrollment goals and the Valley Promise program.

Specific Duties and Responsibilities

Essential Functions:

1. Develops, implements, and evaluates financial aid outreach strategies to increase FAFSA/TASFA completion across target populations.
2. Coordinates and leads financial aid workshops, completion events, and community-based programming in partnership with high schools, libraries, and community organizations.
3. Collaborates with Student Financial Services and recruitment staff to align financial aid messaging and support student enrollment progression.
4. Tracks financial aid completion rates and identifies gaps in student progression.
5. Builds and maintains partnerships with school districts, community organizations, libraries, and external stakeholders to expand outreach efforts.
6. Coordinates off-campus outreach initiatives focused on increasing college awareness and access.
7. Represents the College at community events, presentations, and engagement opportunities.
8. Supports regional initiatives that promote postsecondary education participation.
9. Oversees the development and implementation of campus visit experiences, including individual visits, group tours, and K–12 engagement programming.

10. Coordinates campus visit scheduling, logistics, and staffing in collaboration with internal departments.
11. Develops structured campus engagement experiences that promote college awareness and student connection.
12. Ensures campus visits align with recruitment and enrollment conversion goals.
13. Develops and implements early awareness initiatives for elementary and middle school students to promote a college-going culture.
14. Coordinates interactive programming that introduces students to college pathways, careers, and opportunities.
15. Aligns outreach efforts with long-term enrollment pipeline strategies.
16. Works closely with the Coordinator of Recruitment to align outreach efforts with recruitment and enrollment strategies.
17. Ensures seamless transition of students from outreach engagement to recruitment pipeline.
18. Shares student data and engagement insights to support targeted recruitment follow-up.
19. Supports Valley Promise awareness efforts to increase early student commitment to college.
20. Collaborates on communication strategies that support outreach initiatives and student engagement.
21. Assists in promoting events and initiatives through various communication channels.
22. Ensures consistent messaging aligned with college branding and enrollment priorities.
23. Tracks participation and outcomes of outreach initiatives, including financial aid completion events and campus visits.
24. Develops reports to evaluate effectiveness of outreach strategies and inform improvements.
25. Uses data to identify trends and opportunities to increase student engagement and access.
26. Ensures compliance with institutional policies and applicable regulations related to outreach and student engagement.
27. Maintains accurate records of outreach activities and partnerships.
28. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required; Master's Degree preferred.
2. At least three (3) years of higher education experience in a community college setting required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Maintains familiarity with the College's programs, policies, procedures and academic standards.
4. Bilingual, English/Spanish, preferred.
5. Ability to work independently as well as a team player within department and with others.

6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from groups of students, faculty, staff, and the general public.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Perceiving the nature of sounds at normal speaking levels with or without correction.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Ability to make rational decisions through sound logic and deductive processes.
6. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
7. Standing particularly for sustained periods of time.
8. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
9. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
10. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College Classification Description

Title: Coordinator of Recruitment

Dept: Office of Recruitment and Outreach

Reports to: Director of Promise Program and Enrollment Management

Pay Grade: Executive Administrative Professional - 2

Salary Range: \$47,507-\$69,794

Date: 10/27/2022

FLSA Status: Exempt

General Statement of Job

The Coordinator of Recruitment leads and manages strategic recruitment initiatives that support South Texas College's enrollment goals by building and maintaining a strong pipeline of prospective students from K–12 through enrollment. This position oversees recruitment staff, outreach strategies, and communication efforts to ensure alignment with institutional enrollment priorities, including Valley Promise, dual credit matriculation, and community engagement.

The Coordinator plays a key role in guiding prospective students through the enrollment process by coordinating recruitment activities, managing CRM communication strategies, and collaborating with campus partners to increase application, financial aid completion, and enrollment rates.

Specific Duties and Responsibilities

Essential Functions:

1. Develops, implements, and evaluates recruitment strategies to support enrollment growth across assigned populations.
2. Builds and manages a structured recruitment pipeline from early awareness through enrollment, aligned with the SAEM enrollment lifecycle.
3. Coordinates outreach efforts with partner school districts, community organizations, and campus departments.
4. Supports Valley Promise initiatives by increasing student participation in the Promise Pledge and enrollment pipeline.
5. Supports dual credit matriculation efforts by identifying and engaging students transitioning from high school to college enrollment.
6. Supervises Recruitment Specialists and support staff across assigned territories.
7. Provides training, coaching, and performance feedback to ensure alignment with recruitment goals and best practices.
8. Coordinates scheduling, staffing, and execution of recruitment activities, including high school visits and outreach events.
9. Ensures consistent delivery of recruitment messaging and student engagement practices across the team.
10. Oversees recruitment communication plans utilizing CRM systems (e.g., Salesforce, Mongoose).

11. Develops and implements targeted communication campaigns to move students through the enrollment funnel.
12. Monitors student engagement and progression from inquiry to enrollment.
13. Ensures accuracy and consistency of student data and communication tracking within CRM systems.
14. Collaborates with Admissions, Financial Aid, Advising, and other departments to streamline the enrollment process.
15. Supports enrollment initiatives such as All Access events, One Stop events, and registration readiness activities.
16. Serves as a resource to prospective students and families by providing guidance on admissions, financial aid, and program pathways.
17. Ensures students are successfully transitioned from recruitment to enrollment services.
18. Analyzes recruitment, application, and enrollment data to assess effectiveness of outreach strategies.
19. Develops and maintains reports and dashboards to track progress toward enrollment goals.
20. Uses data insights to refine recruitment strategies and improve conversion outcomes.
21. Works closely with internal departments and external partners to enhance recruitment and enrollment efforts.
22. Represents the College at community events, school functions, and outreach initiatives.
23. Supports initiatives that strengthen the transition from high school to college enrollment.
24. Ensures compliance with institutional policies and state and federal regulations related to recruitment and student communication.
25. Maintains accurate records and documentation related to recruitment activities.

Required Education and Experience

1. Bachelor's Degree required; Master's Degree preferred.
2. At least three (3) years of higher education experience preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Maintains familiarity with the College's programs, policies, procedures and academic standards.
4. Bilingual, English/Spanish.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.

9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from groups of students, faculty, staff, and the general public.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Perceiving the nature of sounds at normal speaking levels with or without correction.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Ability to make rational decisions through sound logic and deductive processes.
6. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
7. Sitting and standing particularly for sustained periods of time.
8. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
9. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
10. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College Classification Description

Title: Administrative Assistant

Department: Office of the Vice President for Student Affairs and Enrollment Management

Reports to: Executive Administrative Assistant

Pay Grade: Administrative Technical Support- 3

Salary Range: \$36,920- \$52,021

Date: 3/25/26

FLSA Status: Non-Exempt

General Statement of Job

The Administrative Assistant provides administrative support to the Vice President and staff by performing the following essential duties and other duties as assigned.

Specific Duties and Responsibilities

Essential Functions:

1. Provides administrative support and assistance to the Vice President and office staff.
2. Facilitates communications, plans and follows-up on administrative matters.
3. Processes administrative and clerical affairs of the Vice President and office staff.
4. Assists with compiling, typing and tracking reports, as directed.
5. Coordinates projects/reports with other departments and divisions.
6. Manages and/or monitors multiple projects and coordinated tasks, with some weekend and evening work required to meet strict deadlines.
7. Handles inquiries and exercises sound judgment in referral of inquiries to appropriate staff.
8. Seeks to solve problems, address concerns, and plans ahead with great attention given to customer service, project quality, and exact detail.
9. Assists with annual budget development and subsequent preparation, including but not limited to monitoring budget, tracking of requisitions and purchase orders, and processing reconciliations.
10. Orders and maintains supplies and arranges for equipment maintenance.
11. Coordinates and processes travel arrangements, authorizations/vouchers, mileage reimbursements, and applicable forms.
12. Conducts inventory on all department's assets and office supplies, as needed.
13. Coordinates office schedule
14. Prepare payroll documentation, as needed.
15. Provides additional support during graduation and peak weekend hours
16. Travels throughout the college district, as needed.
17. Performs other duties as assigned.

Required Education and Experience

1. Associate's degree required; or minimum of 60 earned college hours

2. At least two (2) years of work experience in a professional work setting required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Ability to work independently as well as a team player within department and with others.
5. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read and comprehend simple instructions, short correspondence, and memos.
9. Ability to write simple correspondence.
10. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
11. Ability to apply practical understanding to carry out detailed but uninvolved written or oral instructions.
12. Ability to deal with problems involving a few concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of

- upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
 10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 11. Sitting particularly for sustained periods of time.
 12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
 13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
 14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

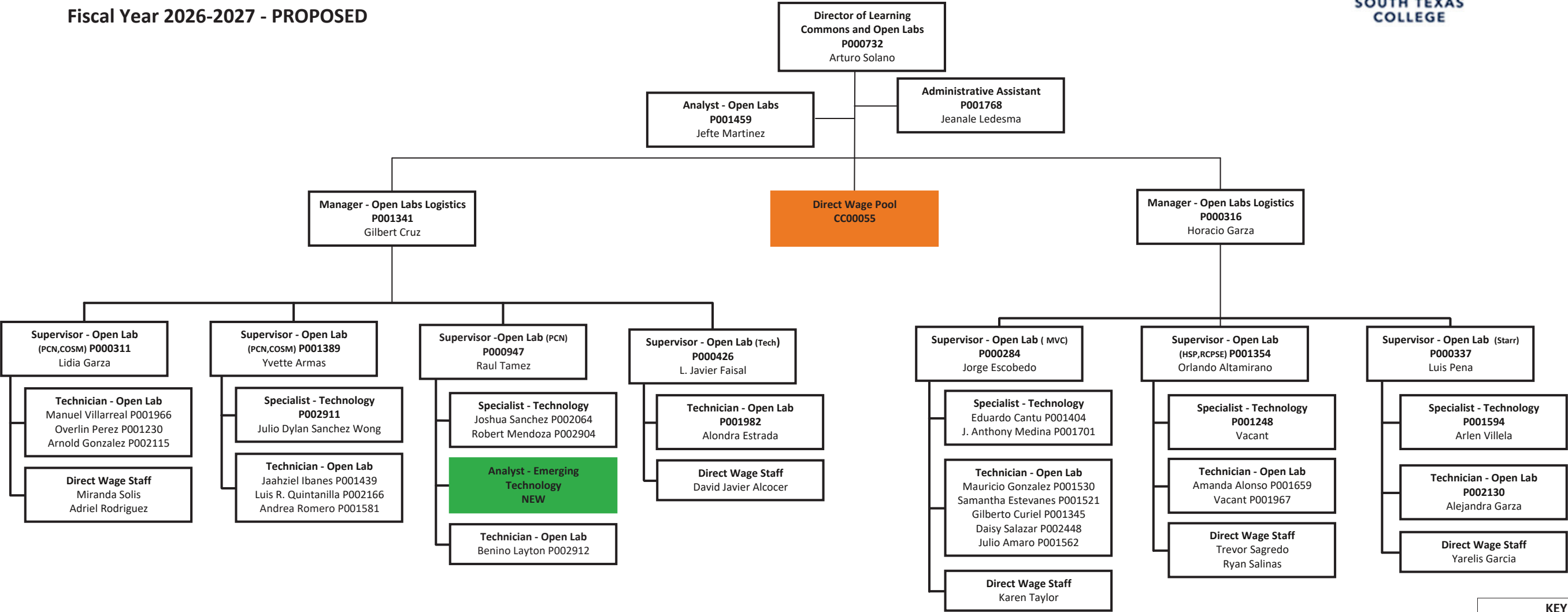
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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Technology, Information, and Planning Services
Learning Commons and Open Labs
Organizational Chart



Fiscal Year 2026-2027 - PROPOSED

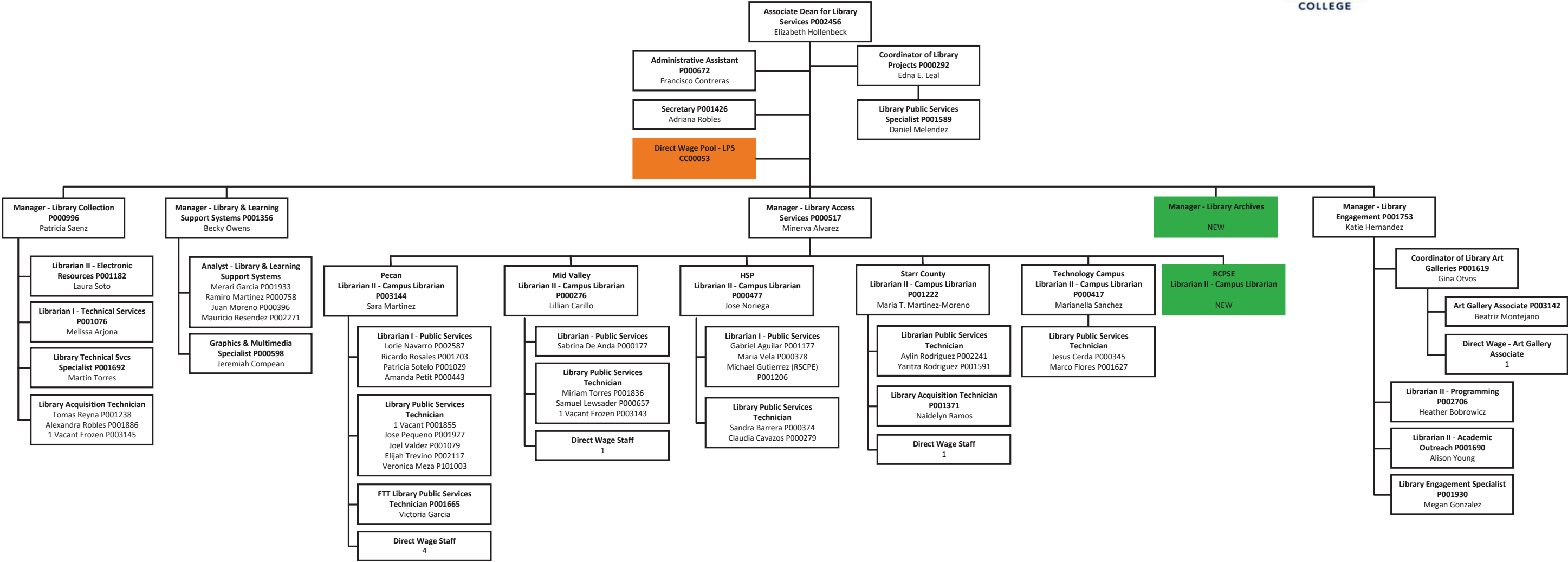


KEY
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Reclass
Title Change Only
Pool Adj

Updated: 5/20/2026

Technology, Information, and Planning Services
Library Services
Organizational Chart

Fiscal Year 2026-2027 - PROPOSED

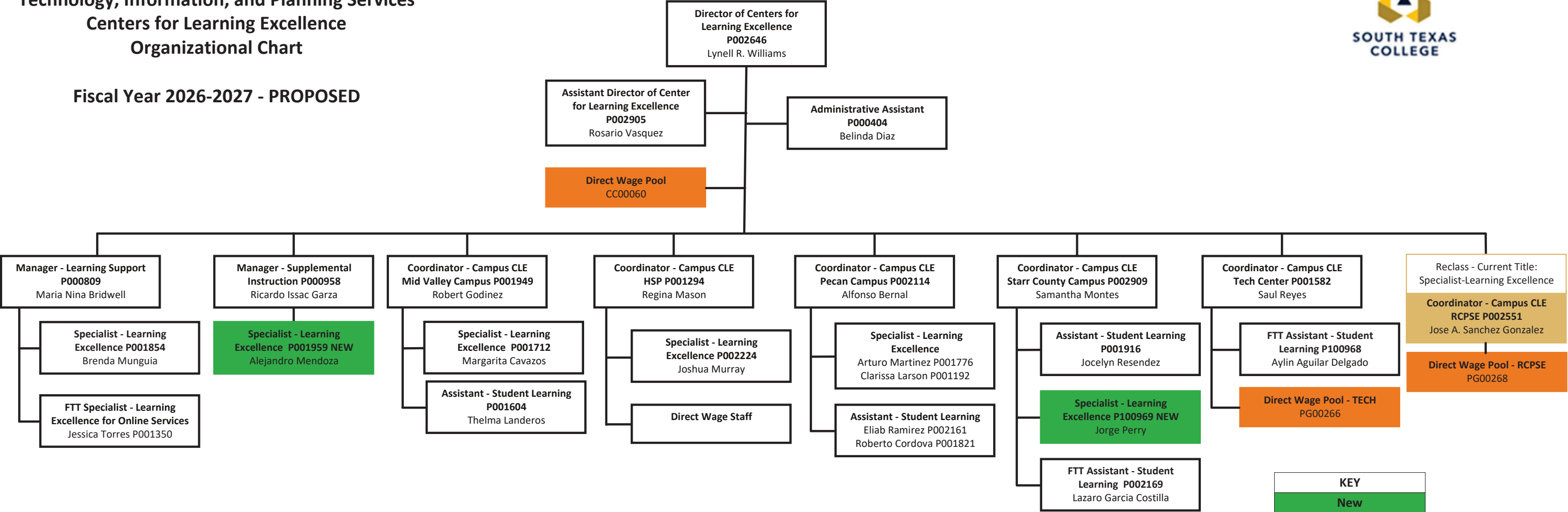


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Reclass
Title Change Only
Pool Adj

Updated: 5/18/2026

Technology, Information, and Planning Services
Centers for Learning Excellence
Organizational Chart

Fiscal Year 2026-2027 - PROPOSED

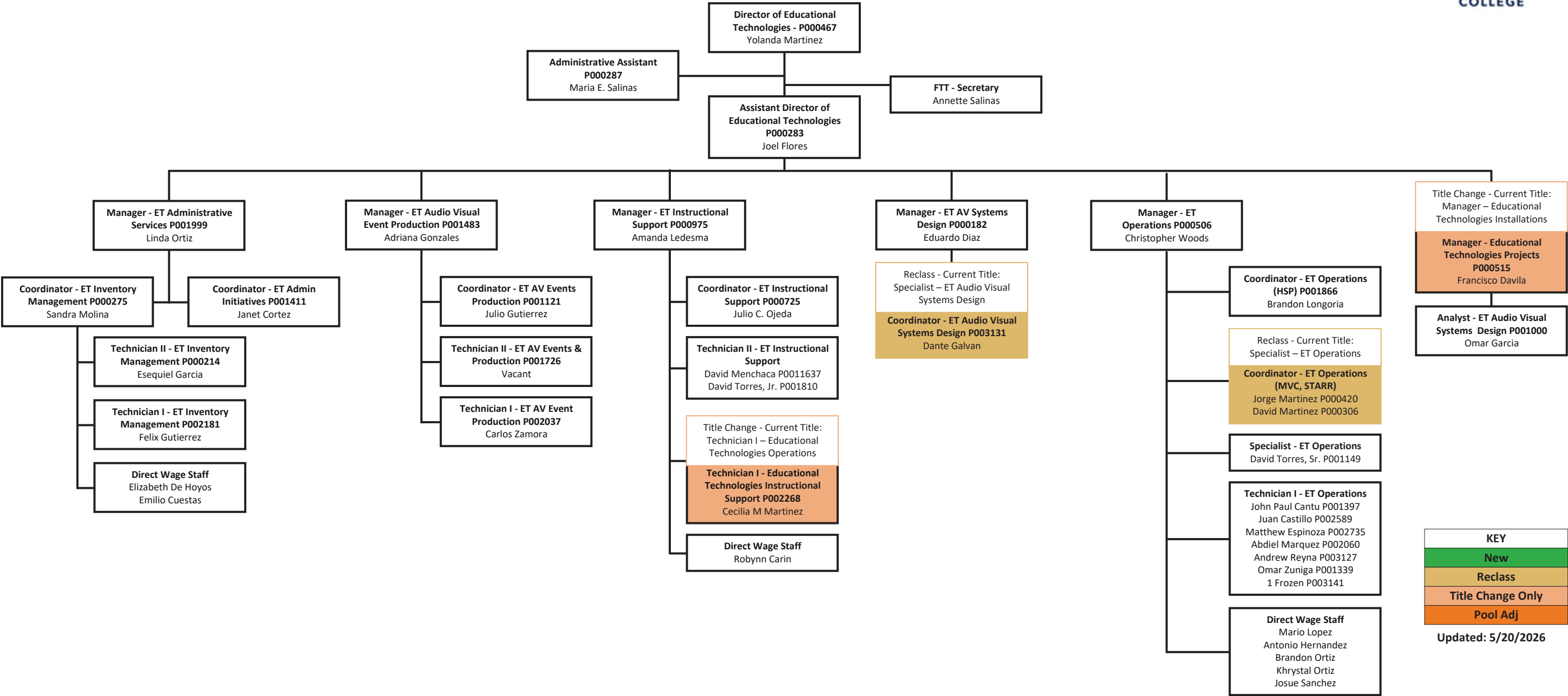


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Reclass
Title Change Only
Pool Adj

Updated: 5/18/2026

Technology, Information, and Planning Services
Educational Technologies
Organizational Chart

Fiscal Year 2026-2027 - PROPOSED

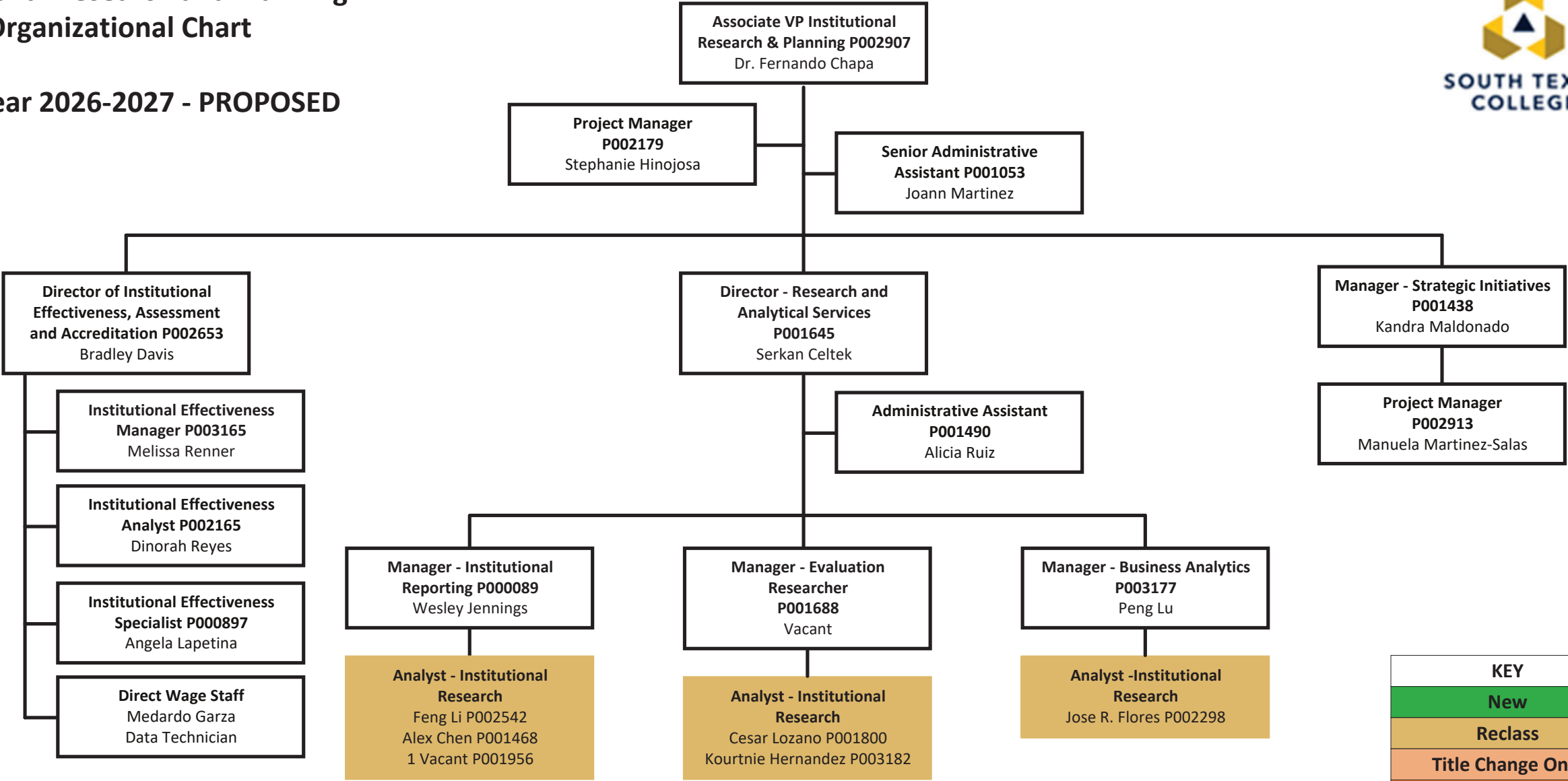


KEY
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Reclass
Title Change Only
Pool Adj

Updated: 5/20/2026

Technology, Information, and Planning Services
Institutional Research and Planning
Organizational Chart

Fiscal Year 2026-2027 - PROPOSED



KEY
New
Reclass
Title Change Only
Pool Adj

Updated: 5/18/2026

South Texas College

Classification Description

Title: Manager- Library Archives

Dept: Library Public Services

Reports to: Associate Dean of Library Services

Pay Grade: Executive Administrative Professional - 5

Salary Range: \$65,550 - \$96,302

Date: 01/05/2026

FLSA Status: Exempt

General Statement of Job

The Manager of Library Archives is responsible for successfully arranging, describing, preserving, sharing, and managing the STC Historical Legacy Archives collections, including the development of district-wide educational exhibits and displays that serve students, faculty, staff, and the local community. This position oversees the development and evaluation of workflows and procedures for processing physical and digital archival collections. Supervises, trains, and evaluates assigned staff.

Specific Duties and Responsibilities

Essential Functions:

1. Manages the STC Historical Legacy Archives collections, including accessioning, arranging, describing, and preserving archival materials in accordance with professional standards.
2. Develops and maintains archival workflows, procedures, and documentation, including those for born-digital materials.
3. Ensures adequate preservation and maintenance of archival materials in a variety of formats including paper, three-dimensional objects and artifacts, born-digital and/or audiovisual materials, and other formats as applicable.
4. Develops and manages processes related to digitization including evaluating equipment hardware and software, and maintains accurate metadata, digital file organization, and storage according to industry standards.
5. Collaborates effectively with other College departments, including the Office of Accountability, Risk, and Compliance regarding records management procedures for archival collection materials.
6. Oversees, develops, and coordinates district-wide exhibits and presentations showcasing materials from the archival collections to inform and educate users on the enduring history and impact of the college, including event planning, marketing, communications, and related promotional and instructional activities.
7. Organizes, produces, and maintains data reports and other documentation to contribute to department-level planning and the formulation of new policies and procedures.
8. Keeps up to date with developments in archival standards and trends, applying new

- rules, interpretations, and techniques as appropriate and providing training and development opportunities for assigned staff.
9. Creates and executes work plans and schedules as appropriate for the projects and programs under direct management, including those initiated or managed by the Library Services Department.
 10. Recommends for hire, supervises, trains, assigns schedules, and evaluates assigned staff; provides guidance concerning personal and professional development.
 11. Collaborates with the library leadership team to provide progressive, team-oriented leadership while building and maintaining strong public/working relationships with a variety of stakeholders.
 12. Assists the Associate Dean of Library Services in planning, developing, implementing, and evaluating the library's procedures, programs, functions, operations, and activities.
 13. Resolves problems by analyzing information and data and identifying solutions.
 14. Works independently without close supervision.
 15. Travels throughout the college district as needed.
 16. Performs other duties as assigned.

Required Education and Experience

1. Master's Degree in Library and Information Studies from an ALA accredited institution; or in archival studies; or in a related field required.
2. At least four (4) years of library or archives experience required.
3. At least two (2) years of supervisory experience required.
4. Experience in archives and/or special collections in an academic setting preferred.
5. Knowledge of archival theory, metadata standards (e.g., DACS, EAD), and archival management systems preferred.

Required Knowledge, Skills and Abilities

1. Demonstrated experience in archival practices.
2. Demonstrated training in archival studies.
3. Excellent oral, written, presentation, and interpersonal communication skills.
4. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
5. Ability to prioritize and manage multiple projects that requires demonstrated leadership ability.
6. Ability to analyze situations quickly and objectively and to determine proper course of action.
7. Strong analytical, critical thinking, and problem-solving skills and the ability to exercise discretion and sound judgment.
8. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
9. Knowledge of college facilities, operation, processes and procedures.
10. Familiarity working with staff and faculty in a higher education setting.
11. Maintains familiarity with the College's programs, policies, and procedures.
12. Ability to work independently as well as a team player within department and with others.

13. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
14. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
15. Demonstrated commitment to achieving the vision and mission of South Texas College.
16. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
17. Ability to write reports, business correspondence, and procedure manuals.
18. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
19. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 20 pounds of force to move objects.
2. Ascending or descending ladders and stairs, using feet and legs and/or hands and arms. Body agility is emphasized.
3. Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
4. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
5. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
6. Applying pressure to an object with the fingers and palm.
7. Perceiving the nature of sounds at normal speaking levels with or without correction.
8. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
9. Bending legs at knee to come to a rest on knee or knees.
10. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
11. Ability to make rational decisions through sound logic and deductive processes.
12. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
13. Sitting and standing particularly for sustained periods of time.
14. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
15. Close visual acuity to perform an activity such as: preparing and analyzing data and

- figures; transcribing; viewing a computer terminal; and/or extensive reading.
16. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College Classification Description

Title: Librarian II - Campus Librarian

Department: Library Public Services

Reports to: Librarian III- Reference and Circulation

Pay Grade: Executive Administrative Professional - 4

Salary Range: \$58,789-\$86,369

Date: 9/17/2024

FLSA Status: Exempt

General Statement of Job

The Librarian II - Campus Librarian is responsible for assisting librarian III overseeing library operations and services of the assigned campus library. Ensures the delivery of exceptional and efficient library services in compliance with established district-wide procedures. Fosters a positive work environment that motivates and empowers faculty, staff, and students, including Dual Credit and Distance Learning students. Participates in the assessment of library services and programs.

Specific Duties and Responsibilities

Essential Functions:

1. Collaborates with the Librarian IIIs to integrate, support and actively participate in system-wide library related initiatives.
2. Assists Librarian III- Reference & Circulation in overseeing and coordinating campus library operations related to: facilities, staffing, circulation, reference services, library instruction, outreach, and special events.
3. Works closely with Librarian IIIs to ensure compliance with district- wide procedure for operations of circulation, reference, instruction, outreach, and collection management.
4. Prepares monthly and weekly data reports, and ensures compliance with established data collection and reporting procedures for all assigned staff.
5. Serves as a liaison to assigned campus administrator, campus advisory committee, and faculty, using appropriate communication and outreach opportunities to promote, inform, and advocate for library services.
6. Inventories print collections and assets in the assigned campus library.
7. Provides library instruction in accordance with Association of College and Research Libraries (ACRL) guidelines for academic libraries.
8. Serves as library liaison to assigned academic departments.
9. Participates in collection development activities.
10. Creates and maintains subject guides and related subject-specific electronic resources.
11. Provides assistance and training to library patrons in the utilization of the library's online resources.

12. Assists in developing and maintaining online collections and services.
13. Maintains current and accurate departmental files, records and procedure manuals.
14. Keeps abreast of current developments of specific job related fields.
15. Participates in a variety of committees as assigned.
16. Builds and maintains good public/working relationships with coworkers, students, faculty and staff.
17. Supervises, trains, and develops assigned staff.
18. Is able and equipped to complete typical tasks remotely as needed.
19. Performs other tasks as needed.

Required Education and Experience

1. Master's degree in Library Science and/or Information Science from an American Library Association (ALA) accredited program required.
2. At least two (2) years of reference and/or library instruction experience required.
3. Recent academic library experience, preferred.
4. At least one (1) year of supervisory experience required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, internet research skills, and library information systems.
3. Strong background in electronic library resources.
4. Demonstrated knowledge of traditional reference materials, office equipment, and automated library information systems.
5. Ability to operate presentational equipment commonly found in classrooms.
6. Demonstrated ability to use Blackboard or other course management systems.
7. Demonstrated knowledge of planning, developing, and implementing virtual services and instruction for distance education students.
8. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
9. Ability to work independently as well as a team player within department and with others.
10. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
11. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
12. Demonstrated commitment to achieving the vision and mission of South Texas College.
13. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
14. Ability to write reports, business correspondence, and procedure manuals.
15. Ability to effectively present information and respond to questions from groups of students, managers, and the general public.
16. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
17. Ability to compute rate, ratio, and percent and to draw and interpret bar graphics.
18. Ability to apply practical understanding to carry out instructions furnished in written,

oral, or diagram form.

19. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
4. Applying pressure to an object with the fingers and palm.
5. Picking, holding, or otherwise working, primarily with the whole hand.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Bending legs at knee to come to a rest on knee or knees.
9. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
10. Ability to make rational decisions through sound logic and deductive processes.
11. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
12. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
13. Extending hand(s) and arm(s) in any direction.
14. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
15. Standing particularly for sustained periods of time.
16. Bending body downward and forward by bending spine at the waist.
17. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
18. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College Classification Description

Title: Specialist - Learning Excellence

Department: Centers for Learning Excellence

Reports to: Coordinator of Campus Center for Learning Excellence

Pay Grade: Administrative Technical Support - 4

Salary Range: \$39,520.00 - \$55,702.00

Date: 04/26/2024

FLSA Status: Non-Exempt

General Statement of Job

The Learning Excellence Specialist provides assistance and support in the oversight of daily operations for the designated campus. Plans and delivers training for CLE part-time staff. Assists with recommendations for hire, supervision, scheduling, and evaluation of campus Student Learning Assistants (tutorial staff), Customer Service Clerks, and other part-time staff. Oversees workshops and content reviews offered by and affiliated with the CLE.

Specific Duties and Responsibilities

Essential Functions:

1. Provides assistance and support for the day-to-day operation of campus CLE.
2. Assists with supervision and development of tutorial, and other academic success initiatives designed to enhance learning and to promote the development of independent learners.
3. Assists the CLE Campus Coordinator or program manager with recruitment, scheduling, supervision, and evaluation of Student Learning Assistants (tutorial staff), Customer Service Clerks and other part-time staff at campus CLE.
4. Provides educational assistance in specific discipline to improve understanding and comprehension of subject.
5. Serves as a Designee for time and attendance records for Student Learning Assistants (tutorial staff) and Customer Service Clerks at campus CLE.
6. Markets CLE-Online services to faculty and students.
7. Develops and delivers workshops, presentations, and orientations about CLE programs and services and academic topics.
8. Prepares periodic reports of campus CLE activity and student tutoring requests for the Director of CLE and CLE Campus Coordinators.
9. Ensures comprehensive and accurate records of services delivered through campus CLE.
10. Assists with coordination of organized study groups for students on assigned campuses and maintains attendance records.
11. Oversees, develops, schedules and delivers training for CLE Student Learning Assistants (tutorial staff), and Clerks. Maintains updated records on CRLA training datasheets for each part-time staff member.
12. Meets with part-time staff every semester to review their CRLA level status and ensure that they are in compliance with training requirements.

13. Oversees, schedules, and promotes workshops and content reviews for students on assigned campus.
14. Addresses student complaints and concerns, notifying CLE Director, CLE Coordinator, Security, and Office of Judicial Affairs, as appropriate.
15. Maintains a personal plan for professional development and quality enhancement according to accepted best practices within the field of learning assistance.
16. Serves as a Campus Security Authority.
17. Participates as directed in required departmental training and meetings.
18. Travels throughout the college district as needed.
19. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree required. Bachelor's in English, Reading, Humanities, Education, Communication, Business, or related field preferred.
2. At least nine (9) months (one academic year—fall to spring) of experience working with students in learning support (tutoring, supplemental instruction, teaching, online learning, advising/peer mentoring) required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Knowledge of gathering data and statistical research and reporting.
4. Ability to supervise and train large groups of tutors.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
7. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read, analyze, and interpret related professional journals, technical procedures, or governmental regulations.
10. Ability to write reports, business correspondence, and procedure manuals.
11. Ability to effectively present information and respond to questions from groups of students, faculty or staff members.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Perceiving the nature of sounds at normal speaking levels with or without correction.
6. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
7. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
8. Ability to make rational decisions through sound logic and deductive processes.
9. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
10. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
11. Extending hand(s) and arm(s) in any direction.
12. Substantial movements (motions) of the wrist, hands, and/or fingers.
13. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
14. Standing particularly for sustained periods of time.
15. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
16. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
17. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
18. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College Classification Description

Title: Analyst- Emerging Technology

Dept: Learning Commons and Open Labs

Reports to: Director- Learning Commons and Open Labs

Pay Grade: TECH- 3

Date: 12/09/2025

Salary Range: \$58,240-\$83,782

FLSA Status: Non- Exempt

General Statement of Job

The Emerging Technology Analyst researches, evaluates, recommends, implements, and supports emerging technologies for integration into the Makerspace, Open Labs, and Learning Spaces. This position reports directly to the Makerspace Supervisor and collaborates with the Learning Commons and Open Labs Manager and Director on institutional initiatives.

Specific Duties and Responsibilities

Essential Functions:

1. Conducts pilots, proof-of-concept projects, and feasibility assessments to evaluate operational impact.
2. Assists students, faculty, staff, and community with hands-on use of Makerspace technologies, including digital fabrication, multimedia, and creative software.
3. Supports implementation, maintenance, and troubleshooting of Makerspace and Open Lab technologies.
4. Monitors emerging technology trends and assesses alignment with Makerspace goals.
5. Assist in preparing reports, usage analytics, and recommendations to support leadership decision-making.
6. Assists in overseeing and implementation of Makerspace operations, ensuring compliance with safety, usage, and professional standards.
7. Develops and supports training, workshops, and documentation for staff, faculty, students and community.
8. Conducts Makerspace tours, demonstrations, and presentations for classes, faculty, staff, and external visitors.
9. Assists in maintaining inventory, tracks assets, and Recommends supplies, technology upgrades, and equipment acquisitions aligned with Makerspace and Open Lab needs.
10. Supports leadership with evidence-based recommendations while ensuring successful operational deployment and user adoption.
11. Monitors, maintains, and documents the operational status of Makerspace and Open Lab technologies.
12. Ensure assigned areas are secure, organized, and well maintained, including

- furniture, tools, peripherals, and instructional resources.
13. Provides and promotes excellent customer service while fostering an inclusive, collaborative, and innovative-focused learning environment.
 14. Performs other duties as assigned.

Required Education and Experience

1. Associate's degree in computer or engineering field required; Bachelor's degree preferred.
2. At least one (2) year of experience in a Makerspace, fabrication lab, innovation lab, technology lab, or related technical environment, required.
3. Experience supporting students, faculty, staff, and community in emerging technologies, preferred.

Required Knowledge, Skills and Abilities

1. Strong oral, written, and interpersonal communication skills.
2. Proficiency with Microsoft Office applications, various operating systems, and AI research tools.
3. Experience with Digital Fabrication, Design & Engineering, Electronics & Coding, Traditional Crafts, Troubleshooting, AR/VR Technologies, Computer Networking Technologies.
4. Ability to prioritize, organize, and manage multiple tasks with attention to detail and deadlines.
5. Ability to work independently and collaboratively in a team-based, innovative-focused environment.
6. Willingness to work flexible schedules, including evenings and weekends, during Makerspace and lab hours of operation.
7. Ability to travel throughout the college district using reliable personal transportation.
8. Commitment to the vision, mission, and student-centered values of South Texas College.
9. Ability to read and interpret safety guidelines, technical manuals, and operational procedures.
10. Ability to prepare reports, documentation, and instructional materials.
11. Ability to present information and provide guidance to individuals or groups.
12. Ability to apply practical problem-solving skills in standardized operational situations.

Checks, Certificates, Licenses, and Registrations

1. Security-sensitive position; subject to criminal background check per South Texas College policy.
2. Must possess or qualify for a valid Texas driver's license and proof of liability insurance.
3. Relevant technology or Microsoft certifications, preferred.

Physical Requirements

1. Exerting up to 50 to 80 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

2. Moving about on hands and knees or hands and feet.
3. Bending the body downward and forward by bending leg and spine.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Picking, holding, or otherwise working, primarily with the whole hand.
7. Perceiving the nature of sounds at normal speaking levels with or without correction.
8. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
9. Bending legs at knee to come to a rest on knee or knees.
10. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
11. Ability to make rational decisions through sound logic and deductive processes.
12. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
13. Extending hand(s) and arm(s) in any direction.
14. Substantial movements (motions) of the wrist, hands, and/or fingers.
15. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
16. Standing particularly for sustained periods of time.
17. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
18. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
19. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
20. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
21. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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Analyst- Emerging Technology

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South Texas College Classification Description

Title: Analyst - Institutional Research

Dept: Research and Analytical Services

Reports to: Qualitative Researcher

Pay Grade: Executive Administrative Professional- 3

Salary Range: \$53,445-\$78,518

Date: 10/16/2023

FLSA Status: Exempt

General Statement of Job

The Analyst - Institutional Research collects, processes, manages, and analyzes a variety of quantitative data sets to provide institutional research support to local, state, and federal data requirements and creates data visualizations.

Specific Duties and Responsibilities

Essential Functions:

1. Conducts surveys, collects data, interprets study results, provides customized research reports, and effectively communicates results in a variety of formats.
2. Prepares data visualizations to display survey and other research findings.
3. Prepares and gives presentations to survey clients regarding analysis findings.
4. Consults with staff and internal clients to identify survey needs, sample requirements, procedures to be used, and the design of survey instruments and materials.
5. Interprets, evaluates and clarifies research requests to determine potential data requirements and sources.
6. Assists the qualitative researcher in the gathering of insights through surveys.
7. Assists other members of the Research and Analytical Services Department in supporting the College's strategic planning and institutional effectiveness planning processes.
8. Develops and maintains effective working relationships with employees of all divisions throughout the college; functions effectively as a team player.
9. Responds to ad hoc requests for research and data analysis.
10. Restructures survey data files, performs data cleaning operations, and analyzes data using data analysis software.
11. Maintains familiarity with academic assessment and program evaluation.
12. Maintains familiarity with the College's policies and procedures, as well as state and federal regulations.
13. Travels throughout the college district, as needed.
14. Performs other duties as assigned.

Required Education and Experience

Analyst - Institutional Research

1. Bachelor's Degree in Statistics, Social Sciences, Marketing, Education, Business, Economics, Computer Information Systems, or a related field required.
2. Experience in survey research, marketing research, education research, statistics, data visualizations, programming, or social sciences research preferred.
3. Experience with survey software, qualitative or quantitative data analysis software, or database query language preferred.
4. Experience in a post-secondary educational environment, preferred.

Required Knowledge, Skills and Abilities

1. Experience with survey design, sampling, data collection, and reporting.
2. Experience with survey platforms and tools.
3. Strong technical documentation and writing skills.
4. Excellent attention to detail and ability to work with large complex data.
5. Ability to prioritize, organize and complete multiple tasks, within stated deadlines.
6. Excellent oral, written and interpersonal communication skills.
7. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
8. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
9. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
10. Ability to work independently as well as a team player within department and with others.
11. Demonstrated commitment to achieving the vision and mission of South Texas College.
12. Ability to write reports, business correspondence, and procedure manuals.
13. Ability to effectively present information and respond to questions from administrators, faculty and staff.
14. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College Classification Description

Title: Coordinator of Campus Center for Learning Excellence

Department: Centers for Learning Excellence

Reports to: Director of Centers for Learning Excellence

Pay Grade: Executive Administrative Professional- 3

Salary Range: \$53,445- \$78,518

Date: 04/07/2022

FLSA Status: Exempt

General Statement of Job

The Coordinator of Campus Center for Learning Excellence directs day-to-day operations of campus Center for Learning Excellence (CLE) for assigned campus. Monitors academic assistance programs affiliated with the CLE. Ensures quality tutoring and other academic support services (workshops, etc.). Works as a member of the Centers for Learning Excellence and Library Services team, maintaining collegial and productive relationships with peers and colleagues. Recommends for hire, supervises, schedules, and evaluates learning excellence specialists, student learning assistants, customer service clerks, and other full-time and part-time staff.

Specific Duties and Responsibilities

Essential Functions:

1. Directs the day-to-day operation of CLE, maintaining an environment that is student-centered, welcoming, and supportive of learning.
2. Provides academic tutoring and student support program oversight at campus level.
3. Serves as the CLE liaison to campus faculty and staff, communicating and working with faculty to provide high quality academic support.
4. Manages tutorial and non-course-based programs designed to enhance learning and to promote the development of independent learners.
5. Assists Learning Support Manager and Supplemental Instruction Manager with recommending tutor training curriculum changes that best meet the needs of learners at each campus.
6. Assists with marketing CLE services to faculty and students, including developing and delivering presentations and orientations about CLE programs and services.
7. Ensures tutor logs, time cards, and other required forms are complete and accurate.
8. Maintains detailed records of student tutoring requests and tutors' activity, and prepares weekly and monthly campus CLE activity reports for the Director of CLE.
9. Ensures compliance with relevant grants and with all CLE procedures at assigned campus.
10. Addresses student complaints and concerns, notifying Director of CLE when appropriate.
11. Arranges training for tutors in tutorial methodologies and techniques, best practices, and appropriate subject areas.

Coordinator- Campus Center for Learning Excellence

12. Maintains inventory of supplies, materials, books, computers, and equipment of campus CLE.
13. Ensures security of College property in campus CLE.
14. Reports technical issues with computers to technical support staff.
15. Assists in the development, troubleshooting, and expansion of the online tutoring platform and its features to ensure quality online tutoring experiences.
16. Plans, schedules, and promotes workshops for students on local campus and documents student attendance.
17. Recommends for hire, supervises, schedules, and evaluates assigned Learning Excellence Specialists, Student Learning Assistants, and Customer Service Clerks, and other full-time and part-time staff.
18. Must have access to a remote working site that is safe and free from interruptions, and to equipment and a reliable Internet connection sufficient to perform job duties remotely as required.
19. Serves as Campus Security Authority.
20. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree required.
2. At least one (1) year of related experience working with students in learning support (tutoring, Supplemental Instruction, teaching, online learning, advising/peer mentoring, etc.) required.
3. Experience working with students in an educational setting preferred.
4. Supervisory training or experience preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Knowledge of specific needs for Special Populations.
4. Demonstrated knowledge in gathering data and statistical research and reporting.
5. Strong analytical, critical thinking, and problem-solving skills and the ability to exercise discretion and sound judgment.
6. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
7. Ability to work independently as well as a team player within department and with others.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret related professional journals, technical procedures, or governmental regulations.
11. Ability to write reports, business correspondence, and procedure manuals.
12. Ability to effectively present information and respond to questions from groups of students, faculty, staff, and the general public.
13. Ability to solve practical problems and deal with a variety of concrete variables in

situations where only limited standardization exists.

14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
3. College Reading and Learning Association (CRLA) certification, ACTP Tutor Trainer, ACTP Master Tutor Trainer, NCLCA Learning Center Leadership Certification (any level), or comparable preferred.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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Reasonable accommodations may be made to enable qualified individuals with disabilities

Coordinator- Campus Center for Learning Excellence

to perform the essential functions of this job.

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South Texas College Classification Description

Title: Coordinator - ET Audio Visual Systems Design
Dept: Educational Technologies
Reports to: Manager - ET Audio Visual Systems Design
Pay Grade: Executive Administrative Professional- 2
Salary Range: \$47,507-\$69,794
FLSA Status: Exempt
Date: 5/4/2026

General Statement of Job

The Coordinator—ET Audio Visual Systems Design assists the Manager—ET Audio Visual Systems Design, Analyst—ET Audio Visual Systems Design, and Manager—ET Installations with various aspects of project work, including system design and recommendations. The coordinator meets and interacts with requesting clients and is their liaison for AV system design deliverables, correspondence, site visits, parts lists, and drawing creation. Other duties could include, on an as-needed basis, supervising employees, developing work schedules, and implementing Educational Technologies procedures.

Specific Duties and Responsibilities

Essential Functions:

1. Coordinates with audiovisual systems designer and installations manager with system designs, including equipment research, equipment specification gathering, and availability status.
2. As needed per project, assist in creating RFP and RFQ documents detailing the required items and scope of work involved.
3. Assists in creating/providing various documents to help the ET Project Manager and ET Project Manager have a complete project packet, including parts lists, system drawings, room drawings, and general notes.
4. Assists with requesting and obtaining quotes for client requests and budget planning/estimation.
5. Coordinates with the AV Analyst or oversees the installation and configuration of equipment according to designated layout and functionality needs.
6. Supports instructional and institutional audio-visual needs.
7. Works with desktop software/hardware to ensure connectivity with audio-visual equipment.
8. Performs and/or oversees cabling and wiring installations to industry and institution standards.
9. Performs preventative maintenance, troubleshooting, and repairs on all types of instructional technologies equipment.
10. Tests and resolves equipment issues and provides development and improvement suggestions for working solutions.
11. Supervises designated employees
12. Assists with training and supporting faculty and staff to use instructional technologies.

Coordinator - ET Audio Visual Systems Design

13. Assists with maintaining Educational Technologies inventory.
14. Duplicates, compresses, and digitizes audio and video data, ensuring proper formats and compatibilities.
15. Ensures the safe storage and integrity of data.
16. Ensures the safe transfer and shipment of equipment.
17. Assists in production setup, support, and troubleshooting of special events.
18. Maintains current knowledge of trends and developments in audio-visual hardware and software.
19. Is able and equipped to complete typical tasks remotely as needed.
20. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree is required.
2. Minimum 3 years' experience in the audio-visual industry required.
3. AVIXA CTS and/or Extron certifications preferred.

Required Knowledge, Skills, and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong knowledge of audiovisual equipment, including hardware, signal types, interconnects, and standards.
3. Strong knowledge of system control formats and how connected AV equipment functions.
4. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
5. Familiarity with the operation, maintenance, and installation of audiovisual equipment, including fundamentals of light and sound; concepts of microphones, loudspeakers, basic networking, cameras, and displays; signal types and signal flow; and networking for data and AV, RF, digital and analog signals.
6. Able to read and interpret construction floor plans and comment/make adjustments as needed.
7. Able to read and interpret audio, video, control, and network design diagrams and comment/make adjustments as needed.
8. Able to create drawings and descriptions of audiovisual systems to show clients/vendors/installers that would convey system goals and functionality.
9. Familiarity with digital imaging and video editing software.
10. Ability to work independently and as a team player within a department and with others.
11. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
12. Ability to work evenings, weekends, and/or holidays as needed; required to travel throughout the college district using own means of reliable transportation.
13. Is able and equipped to complete typical tasks remotely as needed.
14. Demonstrated commitment to achieving the vision and mission of South Texas College.
15. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
16. Ability to write routine reports and correspondence.

17. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
18. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Security Sensitive position: Also subject to a federal background check.
3. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet, legs, and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet.
5. Bending the body downward and forward by bending the leg and spine.
6. Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
7. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
8. Applying pressure to an object with the fingers and palm.
9. Picking, holding, or otherwise working, primarily with the whole hand.
10. Perceiving the nature of sounds at normal speaking levels with or without correction.
11. Ability to receive detailed information through oral communication and to make the discrimination sound.
12. Bending legs at the knee to rest on the knee or knees.
13. Raising objects from a lower to a higher position or moving objects horizontally from position to position. It occurs considerably and requires substantial use of the upper extremities and back muscles.
14. Ability to make rational decisions through sound logic and deductive processes.
15. Using upper extremities to exert force to draw, haul, or tug objects in a sustained motion.
16. Using the upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
17. Extending hand(s) and arm(s) in any direction.
18. Substantial movements (motions) of the wrist, hands, and/or fingers.
19. Expressing or exchanging ideas by means of the spoken word, including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
20. Standing particularly for sustained periods.
21. Bending the body downward and forward by bending the spine at the waist. It occurs considerably and requires complete lower extremities and back muscle motion.
22. Expressing or exchanging ideas by means of the spoken word, including those

Coordinator - ET Audio Visual Systems Design

- activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
23. Shouting to be heard above the ambient noise level.
 24. Close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
 25. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 26. Visual acuity to operate motor vehicles and/or heavy equipment.
 27. Close visual acuity to perform an activity such as visual inspection involving small defects, small parts, machine operation, measurement devices, and/or assembly or fabrication parts at distances close to the eyes.
 28. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

South Texas College Classification Description

Title: Coordinator- Educational Technologies Operations

Dept: Educational Technologies

Reports to: Manager – ET Operations

Pay Grade: EAP 2

Salary Range: \$47,507- \$69,794

Date: 01/22/2025

FLSA Status: Exempt

General Statement of Job

Coordinator – Educational Technologies Operations is responsible for onsite delivery and support of Educational Technologies systems, resources, and services at assigned campus. Serves as campus liaison to administrators, faculty and staff.

Specific Duties and Responsibilities

Essential Functions:

1. Manages and supports daily campus operations for AV services and equipment supported by Educational Technologies
2. Serves as campus liaison to campus administrators, including immediate support to faculty and staff in all classrooms, conference rooms, large meeting spaces, and special events
3. Supervises ET department staff at assigned campus, part time employees, capstone, and internship students
4. Responsible for onsite management and support of Educational Technology resources and services at assigned campus.
5. Supports production of high-quality AV services for special events and video production at assigned campus
6. Assists with major events such as STC Graduation Commencement, College-Wide Professional Development Day and other large events across the college district
7. Manages, and provides immediate oversight of daily operation and project task coordination for department operations, initiatives, and projects.
8. Coordinates with the ET Operations Manager and ET Project Manager–Installations on project intake processes, management, and execution
9. Plans, organizes, and coordinates activities of Educational Technologies campus support team at assigned campus
10. Serves as Liaison to Information Technology Campus Specialist in coordinating and collaborating on task-related projects and solutions to ensure uninterrupted service
11. Coordinates projects with Educational Technologies Project Manager - Installation, Audio Visual Systems Designer, Digital Signage Specialist, ADA Specialist, and ET support staff.
12. Collaborates with ET Operations Manager and Director of Educational Technologies

Educational Technologies - Coordinator

- to develop and maintain professional growth and training plans for team members.
13. Conducts testing and documentation of AV system functionality to ensure performance within design specifications to meet user needs. Performs system diagnostics and troubleshoot as necessary
 14. Plans and conducts trainings for Educational Technologies teams
 15. Produces high quality communication adhering to institutional standards. Creates, maintains, and archives all project documentation, from initiation to closure.
 16. Prepares and coordinates the preparation of periodic and special reports, including monthly and weekly activity reports, equipment inventory and work order ticket documentation. Responsible for other reports as assigned
 17. Performs other duties, as assigned

Required Education and Experience

1. Bachelor's degree required.
2. Minimum 3 years' experience in the audio-visual industry required
3. Formal training in professional Audio-Visual equipment and technology preferred

Required Knowledge, Skills and Abilities

1. Excellent customer service and communication skills
2. Possess organizational skills to manage multiple tasks at once
3. Knowledge of operation and maintenance of personal computers, data projectors, and other audio-visual and presentational technology
4. Ability to troubleshoot audiovisual systems and equipment
5. Ability to work under pressure and adapt in an often rapidly changing environment
6. Ability to work individually and as a member of a team
7. Must be able to work flexible hours, including some evening and/or weekends
8. Must have valid TX driver's license and proof of liability insurance
9. Excellent oral, written, presentation, and interpersonal communication skills.

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3. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 30 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.

5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
6. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
7. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
8. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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