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- Masters degree with three years' experience in educational administration, full-time teaching experience in a community college, or other related education and experience;
 - Experience in developing continuing education courses and programs;
 - Knowledge and skill in the use of integrated software systems and Microsoft applications;
 - Superb oral and written communication skills with and entrepreneurial spirit;
 - Subject to a criminal background check prior to employment.

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- Experience in working with the Texas Higher Education Coordination Board and other state and national agencies.
 - Experience in working with the Ellucian Colleague System helpful.

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- Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards. The position requires average agility, good vision, and hearing. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds. Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date

