

General Qualification Requirements

Experience and Training: 2-3 years of experience working with multiple people. Possible social media experience and website assistance.

Education: High School Diploma; Bachelor's preferred

Knowledge, Skills, and Abilities: Microsoft applications, Canvas experience and general computing skills. Be able to handle a fast pace office with deadlines that sometimes are short notice.

Preferred Qualifications: Have the ability to learn various rules and regulations concerning NJCAA and NIRA.

Minimum Educational Qualifications: High School Diploma

Maximum Educational Qualifications: Bachelor's degree preferred

Salary or Salary Range: This is a full time 12-month position with full time benefits. The salary for this position is based on the Classified salary schedule. The salary is \$26,210 to \$28,236 based on experience. Applications will be accepted until July 31, 2026. This position is available on 8/17/2026.

This is a security-sensitive position and is subject to a criminal history record. Criminal history records will be used only for the purpose of evaluating applicants for employment in security-sensitive positions. (Texas Government Code 411.094 & Texas Education Code 51.215)