

General Qualification Requirements

Experience and Training: Requires one year or more receptionist experience as well as general office work experience with emphasis on computer related skills and general record-keeping. Good customer service skills.

Education: High School graduate or equivalent required. Higher education experience preferred.

Knowledge, Skills, and Abilities: Skills in meeting with and assisting the public. A working knowledge of higher education practices. Ability to work independently, perform detailed work and follow verbal and written instructions. Ability to work in a fast-paced work environment. Ability to work independently and as part of a team.

Preferred Qualifications: Excellent interpersonal and customer service skills to be a positive representative for Vernon College. Must have strong oral communication skills. Must be able to plan and manage tasks, understand and follow detailed instructions. Strict confidentiality must be maintained. Regular attendance is required.

Minimum Educational Qualifications: HS Diploma

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 May 13, 2026. This position is available on May 14, 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)