

General Qualification Requirements

Experience and Training: Successful candidate will have great communication skills and be able to enjoy a flexible work schedule. Prior experience living on-campus housing a plus. Prior experience working with the public, working with high school students, or working with college students preferred.

Education: Associates Degree required; Bachelor's Degree preferred

Knowledge, Skills, and Abilities: Great interpersonal skills and patience with young adults is a must. Successful candidate will also have good computer skills and ability to learn new software.

Preferred Qualifications: Preferred qualifications include previous work in college housing or student services.

Minimum Educational Qualifications: Associates Degree

Maximum Educational Qualifications: Bachelor's Degree

Salary or Salary Range: This is a full time 12-month position with full time benefits. The salary for this position is based on 295 points on the Administrative salary schedule. The salary is \$36,167 to \$38,962 based on education and experience. Applications will be accepted until this position is filled. This position is available on 7/16/2026.

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)