

General Qualification Requirements

Experience and Training: Successful candidate will have experience working with high school or college age students. Event or activity planning preferred. Must have customer service skills and computer skills. Social media experience a plus. Will enjoy a flexible schedule, be a self-starter, and be a good time manager. This position will manage a yearly student Activities budget that is required to spread through all 9 months.

Description of Duties: Student Activities Facilitator is a part-time 9-month (Aug – May) position in the Student Services Division. Responsible of providing activities, games and entertainment for all Vernon Campus students. Will require flexible hours: Primarily lunches and evenings. Must have excellent communication skills, be out-going, engaging and friendly.

Education: High School Diploma required, Associates Degree preferred

Knowledge, Skills, and Abilities: Must enjoy working as a team member and be accepting of feedback/ideas from campus stakeholders. Successful candidate will be social, comfortable speaking in front of a group, creative, and have an energetic approach to people and activities. A warm and friendly demeanor is required.

Preferred Qualifications: Previous experience working in a college or high school setting is appreciated. Prior experience in a college community as a student will be considered.

Minimum Educational Qualifications: High School Diploma

Maximum Educational Qualifications: Associates Degree

Salary or Salary Range: This is a part time 9-month position that will work from August to May. This position does not come with benefits. The salary for this position is \$20 per hour. Applications will be accepted until this position is filled. This position is available on 8/1/2026.

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)