

General Qualification Requirements

Experience and Training: Strong communication, interpersonal and organizational skills, both oral and written. Good customer service skills. Must be detailed oriented.

Education: Master's degree in counseling or related field is required.

Knowledge, Skills, and Abilities: Demonstrated ability to work effectively both independently and as part of a team. Ability to establish/maintain appropriate and effective communication and interpersonal relations throughout the campus, college, and local community. Maintain a positive, professional and businesslike manner to students and other personnel at all times. Knowledge of and experience with computer systems, programs and applications.

Preferred Qualifications: 1-3 years' experience in counseling or related field. Prior experience working in a college student services/surveys environment is preferred.

Minimum Educational Qualifications: Master's degree in counseling or related field is required.

Salary or Salary Range: This is a full time 12-month position with full time benefits. The salary for this position is based on 390 points on the Administrative salary schedule. The salary is \$48,246 to \$51,975 based on experience. Applications will be accepted until this position is filled. This position is available on 7/1/2026.

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)