

South Texas College

Job Announcement 2020-5040

Title: Jags Technician (Part-time Temporary)

Department: Division of Finance and Administrative Services

Reports to: Coordinator, Manager, or Director

Pay Grade: Part-time

Salary Range: Minimum \$9.00/Hour

Campus: Pecan

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Jags Technician will perform routine office and clerical duties in support of the Division of Finance and Administrative Services departments.

Specific Duties and Responsibilities

Essential Functions:

1. Provides a positive, friendly and knowledgeable impression of the College.
2. Interacts and provides customer service with students, staff and the public in a positive manner.
3. Assists staff with daily operations, office, and clerical duties.
4. Performs front-desk duties as required including answering phones, data entry, updating files and other similar duties.
5. Receives, sorts and routes mail for office staff.
6. Assists with prepping, scanning, indexing, and imaging of documents in the designated department's document management system.
7. Assists staff with requests to retrieve documents.
8. Assists with student, staff, and visitor inquiries, provides accurate information, and exercises sound judgment in referral of inquiries to appropriate staff.
9. Assists with preparation of reports, presentations, and delivering presentations.
10. Data entry of information into computer systems or software.
11. Assists with preparation of graphs, dashboards, or infographics.
12. Performs other duties as assigned.

Required Education and Experience

1. High school diploma or GED required.
2. Must be a currently enrolled South Texas College student.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.

3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Ability to work independently as well as a team player within department and with others.
5. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
6. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
9. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
10. Ability to apply practical understanding to carry out detailed but uninvolved written or oral instructions.
11. Ability to deal with problems involving a few concrete variables in standardized situations.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.

“Statement #2 will only apply to those employees hired within departments designated as security sensitive.”

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Bending the body downward and forward by bending leg and spine.
3. Applying pressure to an object with the fingers and palm.
4. Perceiving the nature of sounds at normal speaking levels with or without correction.
5. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
6. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
7. Ability to make rational decisions through sound logic and deductive processes.
8. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
9. Applying pressure to an object with the fingers and palm.
10. Picking, holding, or otherwise working, primarily with the whole hand.
11. Extending hand(s) and arm(s) in any direction.
12. Substantial movements (motions) of the wrist, hands, and/or fingers.
13. Expressing or exchanging ideas by means of the spoken word including the ability to

- convey detailed or important spoken instructions to other workers accurately and concisely.
14. Standing particularly for sustained periods of time.
 15. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
 16. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 17. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.