ANNOUNCEMENT OF AVAILABLE POSITION

POSITION: Enrollment Specialist I

STATUS: Full-Time, Non-Exempt

CAMPUS: Hillsboro, must be willing to travel as needed. (*Please note that the campus location of any position within the Hill College District is subject to change based on institutional need.*)

EFFECTIVE DATE: ASAP, pending availability of state funds

QUALIFICATIONS: High school diploma or equivalent required. Some college coursework is preferred. One year of general office experience with significant responsibility in filing and maintaining files. Work experience in higher education is preferred.

RESPONSIBILITY: Provides front-line customer service contact for Enrollment Services and supports all Enrollment Services functions and staff, including transcript requests. Performs administrative support duties including data entry, coordinating appointments, answering the phone, typing/e-mailing correspondence, filing, document imaging, and providing customer service to visitors, faculty, staff and students.

SALARY: $1,501.79 per month

BENEFITS: Eligible, for the average state agency employee, the total value of the State of Texas benefits package is equal to your base salary plus 32.3%.

HILL COLLEGE: Hill College is a comprehensive, two-year community college with campuses in Hillsboro and Cleburne. We also have off-campus educational centers in Burleson, Glen Rose and Meridian. Enrollment for the Fall Semester of 2013 was approximately 4,400 students.

APPLICATION DEADLINE: Open until filled.

INQUIRIES AND ALL MATERIALS SHOULD BE DIRECTED TO: Human Resources
Hill College
112 Lamar Dr
Hillsboro, TX 76645
(254) 659-7730
Fax - (254) 659-7737
www.hillcollege.edu/jobs

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