Title: Project Coordinator-TRIO Student Support Services
Campus: Uvalde (Internal Posting)

Job ID: 252622710101
Closing Date: March 20, 2026

Job Summary: The Project Coordinator is responsible for the day-to-day implementation of the tutoring and mentoring program as well as the development and implementation of career exploration and financial literacy workshops and services. The incumbent supports and implements student success coaching for eligible students (e.g., first-generation, low-income) through ongoing and comprehensive academic outreach, retention, assessment, guidance, and assistance to program participants via workshops, programs, campus school visits, and related activities in accordance with campus policy and the approved federal grant. The position is responsible for training, observation, and supervision of tutors and mentors as well as tutoring and mentoring when needed. Creates and implements new ways for students to receive tutoring as needs arise. Responds to inquiries from potential participants, faculty, and staff regarding the TRIO-Student Support Services program. Maintains documentation and records of communications with students via Estudias and Blumen. Communicates effectively with a broad range of college personnel and community members. Contributes to the overall success of the TRIO-Student Support Services program. Performs other duties as assigned.

The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Recruits, hires, trains, supervises, and evaluates tutors and peer mentors.
2. Coordinates tutorial programs with appropriate instructors and staff to match tutors and mentors with project participants.
3. Coordinates peer mentor program.
4. Provides a minimum of ten hours of training per semester to peer tutors and mentors.
5. Develops and implements student workshops, seminars, and activities as they pertain to career exploration and selection financial literacy.
6. Works directly with SWTX Student Success Services staff and regional workforce entities.
7. Develops student academic plans used in evaluation and assessment of students' career, academic, and financial needs.
8. Provides career and financial counseling to participants on assigned caseload and monitors and evaluates progress of all participants receiving tutorial services.
9. Assists with academic, transfer, cultural, and career activities to include out-of-town travel occurring outside of regular working hours.
10. Maintains and manages student engagement and success resources and inventories.
11. Performs other duties as assigned.

Classification: Full-time, Exempt
Department: TRIO-Student Support Services
Salary: Professional Group II; Twelve-month position contingent on grant funding

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's degree required.

Experience & Training: Previous experience working with diverse, high-risk, under-represented and/or low-income population. Must demonstrate experience, commitment to, and sensitivity for addressing the needs economically, educationally, and socially underrepresented populations.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTX insurers.

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