



Title: VIDA Resource Center Coordinator

Campus: Uvalde

Job ID: 242547710301

Closing Date: August 23, 2025

Job Summary: VIDA Resource Center (VRC) Coordinator will manage all VRC functions and staff across all campuses and establish and maintain partnerships with community resource providers. Must possess the skills and expertise to manage the operations of the VRCs, and coordinate activities and scheduling of counseling interns.

Classification: Full-time, Exempt

Department: VIDA Resource Center

Salary: Professional III, Twelve-month position contingent on continued 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: Preferred minimum master's degree in counseling or related field; LPC

Experience & Training: Minimum three years' full-time experience in a similar setting and at a similar level of responsibility preferred.

DUTIES & RESPONSIBILITIES: Directs assigned staff, identifies and purchases appropriate tools and current resources for the Resource Center. Plans and facilitates workshops, and provides general student support as needed. Facilitates referrals, performs screenings, coordinates and facilitates access to VRC services, resolves issues related to students' social, emotional, financial and academic needs. Provides support services to students to promote mental health and well-being, personal growth, and decision-making. Track student progress in meeting personal health and wellness goals. Collects and evaluates data on Resource Center usage. Assess and expand partnerships at all sites. Develop, revise and train staff on VIDA Resource Center policies and procedures. Coordinate the activities and scheduling of a network of graduate level counseling interns. Work with the VIDA Resource Center team to develop and deliver basic needs resources, mentoring programs and outreach services. Professional Development strategies identified to various areas and stakeholders. Develops and implements marketing strategies for services provided by the Center. Delivers presentations to classes and businesses as requested. Initiates and coordinates the development of grant proposals and solicits donations that support the goals of the resource center; oversees implementation of grants and donations awarded. Serves as liaison to community and regional organizations that can contribute to the goals of the resource center. Fulfill requirements set forth by the US Department of Education. Other duties as assigned.

Additional Qualification Requirements: Bilingual preferred (English/Spanish). Requires discretion and specialized knowledge. Effective organizational and communications skills. Work independently with minimal instruction or immediate supervision. Travel within service area on a weekly basis; out of area/state for professional development. Evenings/weekends may be required. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Experience in working with economically, educationally, and socially underrepresented populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; must satisfy background check specified for the position. Must have a valid Driver's License and be insurable through SWTX insurers.