VERNON COLLEGE
VERNON - WICHITA FALLS

APPLY NOW

Assistant Recruiting Coordinator – Century City Center

Job Summary: See Job Description.

Contract/Salary: 12 month contract; salary range $27,207 - $29,310 annually. Position is available September 18, 2017. This position is subject to criminal background check. Cover letter, resume and transcripts required in addition to application. Email to hdavid@vernoncollege.edu or fax to 940/553-1506. **Applications that are incomplete and/or missing documentation will not be considered.**

Required Education: Bachelor degree.

Required Experience: Ability to speak and give effective presentations to large groups of all ages. Basic computer skills are required. Knowledge and experience with student information systems or other data base software is preferred.

Preferred Experience: Related experience preferred. Personable, outgoing, energetic, willing and eager to work.

Closing Date: Until filled

Click here to apply.

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)

Vernon College

4400 College Dr. | Vernon, Texas 76384 | 940.552.6291 | vernoncollege.edu