



Trinity Valley Community College

Job Description

Unit Enrollment Coordinator, TDCJ

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Serve as academic and vocational counselor for the TDCJ Programs. Responsible for the counseling and coordination of enrollment for academic and vocational classes for incarcerated students at the Texas Department of Criminal Justice (TDCJ) Institutional Division facilities.

REPORTS TO:

Associate Vice President of TDCJ Correctional Programs

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's degree in counseling, psychology or a related field required

EXPERIENCE REQUIRED:

Three (3) years' work experience in counseling or related field

PREFERRED:

Work experience in the prison environment

OTHER LICENSES OR CERTIFICATIONS:

LPC or school counselor certification

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|--------------------------------------|
| • Typing/Data Entry | • Attention to detail |
| • Computer software proficiency – Microsoft Office | • Time management |
| • Operating equipment – office or otherwise | • Organization |
| • Written and oral communication | • I Regulations and Directives |
| • Interpersonal and/or customer service skills | • Operational Systems and procedures |
| • Public Speaking/Presenting | • Budget and accounting principles |
| • Basic Math | • Compliance Law |
| • Leadership/ Management | • Administrative practices |
| | • Advertising/Marketing practices |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Coordinate the academic and vocational recruitment of TDCJ students.
- Schedule interviews with prospective students to provide orientation information, assist with completion of admission paperwork, provide information concerning financial aid, and assist students in obtaining education records.

All TVCC positions are security sensitive and require a criminal background check.



Trinity Valley Community College

Job Description

Unit Enrollment Coordinator, TDCJ

- Provide advisement regarding course selection, career opportunities, graduation requirements, transfer to four-year institutions, and degree plans.
- Assist the Vice President of Instruction and Associate Vice President of TDCJ Correctional Programs with class schedules for each academic semester and/or vocational cycle.
- Assist students with College class-participation problems.
- Assist with registration and testing for special and required tests.
- Coordinate activities of responsibility with TDCJ program representatives and TDCJ security.
- Assist Associate Vice President of TDCJ Correctional Programs with attending to daily problems and situations that arise at TDCJ facilities regarding TVCC faculty and/or classes.
- Attend meetings and workshops as necessary.
- Assist with the processing and distribution of mail and correspondence between offices and TDCJ units.
- Supervise testing and advise students regarding results.
- Other duties as assigned by appropriate supervisory personnel.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|-------------------------------------|---------------------------|
| • Standard office equipment | • Multi-line phone system |
| • Personal computer and peripherals | • Copier |
| • Cellular phone | • Fax machine |

PHYSICAL DEMANDS:

- Requires: walking, finger dexterity, talking, hearing, seeing, repetitive motions, sedentary work, and computer work.
- Subject to: climbing, and lifting.
- May need: stooping, and light work.
- Occasionally need to: medium to heavy work.

MENTAL DEMANDS:

- Hazardous physical conditions less than 25% of the time
- Atmospheric conditions 25-50% of the time
- Hazardous materials less than 25% of the time
- Extreme temperatures less than 25% of the time
- Work space restricts movement 25-50% of the time
- Intense noises 25-50% of the time
- Environmental more than 50% of the time
- Mental demands more than 25% of the time

OTHER DEMANDS:

None



Trinity Valley Community College

Job Description

Unit Enrollment Coordinator, TDCJ

The above job description has been reviewed with the employee and it was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/12/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Exempt	TVCC Job Code:	1647
DBM:	C	Travel Required:	More than 50% of the time
IPEDS/SOC CODE:	21-1019	Employment Status:	Full-Time
Salary Range:	200	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

All TVCC positions are security sensitive and require a criminal background check.