

## **COORDINATOR FOR TDCJ PRE-SERVICE – BETO UNIT**

### **GENERAL STATEMENT:**

Responsible for coordinating, enrolling, maintaining records, and providing support for the TDCJ Pre-Service Training Academy.

### **REPORTS TO:**

Associate Vice President of TDCJ Correctional Programs

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Non-Exempt

**QUALIFICATIONS FOR APPOINTMENT:** *This position requires the employee to have an office and work exclusively on the TDCJ Beto unit.*

### **EDUCATION:**

Associate degree or other post-secondary training or related on the job training required

### **LICENSE OR**

### **CERTIFICATION:**

None

### **EXPERIENCE:**

- Five (5) years of recent office experience with college enrollment and/or audit processes required.
- Proficiency in Microsoft office and other computer applications.
- Previous work experience in a TDCJ unit/environment preferred.

### **OTHER:**

- Good public relations and communications skills.
- Comfortable working under deadlines and on multiple tasks or projects simultaneously.
- This position requires TDCJ clearance prior to employment and assignment to the TDCJ Beto Unit.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinate TDCJ Pre-Service academy enrollment.
- Design, develop, and distribute recruiting materials for the TDCJ Pre-Service Program.
- Schedule classes as needed and in collaboration with the TDCJ Training Academy Staff.
- Manage files, records and reports for the TDCJ Pre-Service Program.
- Assist with the development and expansion of TDCJ educational programs on the TDCJ Beto Unit.
- Collect documents as needed from TDCJ units/offices.
- Serve as liaison with the TDCJ/TVCC Pre-Service Program.
- Facilitate and participate in community wide events within the service delivery area, as needed.
- Assist with special college functions, as requested.
- Maintain confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.
- Other duties as assigned by appropriate supervisory staff.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May be subjected to adverse working conditions or physical conditions within the TDCJ.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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*

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

*Approved: 1/1/18*

*Revised: 11/13/18*

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