

COORDINATOR OF TDCJ ENROLLMENT

GENERAL STATEMENT:

Responsible for the 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

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Work experience in the prison environment.

OTHER:

Student advisement and financial aid experience preferred. This position requires TDCJ clearance prior to employment.

DUTIES AND RESPONSIBILITIES:

- Distribute academic and vocational training recruitment material.
- 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.
- Provide advisement regarding course selection, career opportunities, graduation requirements, transfer to four-year institutions, and degree plans.
- Assist College staff with class schedules for each semester.
- Assist students with College class-participation problems.
- Assist with registration and testing for special and required tests.
- Coordinate activities of responsibility with Windham 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.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be subjected to adverse working conditions or physical conditions at 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: 02/08/95

Revised: 5/15/12

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