

# Gulf Coast Trades Center

## Job Announcement

**Position: OCC Specialist Grant-Funded – Part Time      Position Available: 1**

**Opening Date: March 16, 2017**

**Closing Date: Until Filled**

**Salary: Depends on Experience**

**Status: Exempt**

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### **GENERAL DESCRIPTION:**

Responsible for promoting a positive relationship with residents and staff; facilitates the enrollment until completion for residents; facilitates a work environment in which organization of the workload; performs other related job duties as assigned by the Office of Contract Compliance Manager.

### **REPORTS TO:**

Office of Contract Compliance (OCC) Manager

### **SUPERVISES:**

None

### **QUALIFICATIONS:**

- Minimum of high school diploma or GED
- Typing
- 10-key
- Filing
- The Workforce Information System of Texas (TWIST) **preferred**
- Must pass criminal history check
- Must pass drug screen

### **SPECIFIC DUTIES:**

- Responsible for answering calls from various departments as required
- Process new student enrollments for on and off campus assuring all information is received and recorded
- Data entry for OCC Student Summary/TWIST
- Assist with grant tracking as required

### **Contact**

Michelle Harris

Human Resources

143 Forest Service Rd., #233

New Waverly, Texas 77358

Phone: (936) 344-7847

Fax: (936)344-2386

Email: jobs@gctcw.org

