

General Qualification Requirements

Experience and Training: Requires one year or more receptionist experience as well as general office work experience with emphasis on computer related skills and general record-keeping.

Education: High School Graduate or equivalent required. Some higher education experience preferred.

Knowledge, Skills, and Abilities: Skills in meeting and assisting the public. A working knowledge of higher education practices. Ability to perform detail work and the ability to follow verbal and written instructions.

Preferred Qualifications: Excellent interpersonal and customer service skills to be a positive representative for Vernon College. Must have strong oral communication skills. Must be able to plan and manage tasks and understand and follow detailed instructions. Strict confidentiality must be maintained. Regular attendance is required.

Minimum Educational Qualifications: High School diploma

Salary or Salary Range: This is a full time 12-month position with full time benefits. The salary for this position is based on the Classified III salary scale. The salary is \$26,210 to \$28,236 based on experience. Applications will be accepted until 1/19/2026. This position is available on 2/1/2026.

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)