Cisco College is accepting applications for a GenTX Assistant Program Coordinator at the Abilene Educational Center. Duties will include normal office work and outreach activities to elementary schools, high schools, parent organizations and at public venues. This is a 12-month salaried position with benefits and hours will vary according to events.

Applications will be accepted until the position is filled. Inquiry and application should be made to:

Cisco College  
Pamela G. Page  
Director of Human Resources  
101 College Heights  
Cisco, TX 76437  
(254) 442-5121  
(254) 442-5100 (fax)  
pam.page@cisco.edu  
www.cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College
Job Description

Job Title: GenTX Assistant Program Coordinator
Reports to: Executive Director of Abilene Regional P-16 Council

Job Summary
This position is responsible for planning, developing and coordinating trainings to area schools, students, teachers, counselors and parents, regarding the benefits of going to college, college opportunities, college planning, career planning, financing options and use of GenTX website, downloads and online store. Other responsibilities include supporting and working all ARP-16 outreach activities, reporting activities and general office work related to said activities.

It is expected that the Assistant to the Executive Director/Outreach will accomplish assigned duties in an efficient, effective and competent manner and will strive for improvement and excellence in all work performed. Additionally, this individual must demonstrate a commitment to the comprehensive role of Abilene Regional P-16 Council as described in their mission statement. The Assistant must work harmoniously with office personnel and the public, and must follow policies, rules, regulations and guidelines as they relate to this position.

Primary Duties
- Schedule visits to area high schools
- Develop presentations for training sessions for students, teachers, counselors and parents regarding:
  - Benefits of college
  - College opportunities
  - College and career planning
  - Financing options
  - Use of GenerationTX website
  - Use of ApplyTexas website
- Assist with outreach programs
  - College Cuddlies events
  - The Hot Dog Wagon events
  - Café con Leche events
  - Cisco Eighth Grade College Day
- Assist with locating stop-out students as identified by Cisco College
  - Mentoring stop-out students
  - Assisting with college financing options
- Provide Executive Director with all required reports
- Assist Executive Director as requested
- Support ARP-16 Council activities

Qualifications
- Bachelor’s Degree
- Excellent communication skills, both written and verbal
- Knowledge of college process
- Knowledge of computer skills, especially PowerPoint and Excel

For candidates who do not possess the qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.