



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

A&M System Member: Texas A&M International University

Job Title: Program Coordinator **Division/Programs:** Special Program (GEAR-UP IV)

Reports to: La Joya ISD **Salary:** (22,867 – 25,000)

Location: Laredo **Job/NOV Number:** 12039

Job Type: Full Time **Security Sensitive Position:** Yes

Apply At: <https://employment.tamiu.edu>

Primary Duties:	Provide responsible, complex, and direct support services to GEAR-UP IV cohort students at the assigned campus site. At the assigned campus, responsible for planning, developing, and initiating all GEAR-UP IV activities which directly impact cohort students and respective families. Provide academic advisement and assistance to the GEAR-UP IV cohort. Plan and organize student/parent events. Assist students with college and career advisement as needed. Collaborate with GEAR-UP IV external partners and other community agencies in providing services to the GEAR-UP IV cohort. Provide support services to GEAR-UP IV staff as needed. Perform other related duties as assigned.
Occasional Duties:	
Required Education and Experience:	<ul style="list-style-type: none">- Bachelor's degree.- Two or more years experience coordinating student programs or other related responsible customer service position.- Additional relevant experience may replace education requirement.- Additional relevant education may replace experience requirement.- Knowledge of Excel, Word, PowerPoint, and/or Publisher.- Must possess a valid driver's license.
Preferred Education and Experience:	<ul style="list-style-type: none">- Bilingual (English/Spanish) skills.
Other Requirements and Comments:	<ul style="list-style-type: none">- Position requires travel to off-campus sites, as needed.- Position requires a flexible schedule to work evening and/or weekend hours, as needed.- Completed employment application must include a cover letter and resume.- Position is located in La Joya.

- Position is temporary, subject to funding and/or need.

TAMU is an equal opportunity employer

All applications must be submitted on line for professional and clerical positions to the Texas A&M International University. (<https://employment.tamiu.edu>)

- *Other TAMU System Job Opportunities*
- *Keywords: GEAR UP*
- *Location: Any*
- *Select Position*
- *Apply*