



Job Description

THC - Campus Outreach Coordinator (Program Specialist IV) 25-73 (00051175)

Organization: TEXAS HISTORICAL COMMISSION

Primary Location Texas-Austin

Work Locations:

1711 San Jacinto Blvd Rm 204
Austin 78701-1416

Other Locations:

Job Business and Financial Operations

Employee Status Regular

Schedule Full-time

Standard Hours Per Week: 40.00

Travel Yes, 25 % of the Time

State Job Code: 1573

Salary Admin Plan: B

Grade: 20

Salary (Pay Basis) 5,000.00 - 5,833.00 (Monthly)

Number of Openings 1

Overtime Status: Exempt

Posting Date Jul 14, 2025

Closing Date Ongoing

Description

JOB OBJECTIVE: Perform complex (senior-level) consultative services and technical assistance work. Work involves advising, connecting, planning, developing, and implementing awareness programming, educational resources, and commemoration support for high school and college campuses regarding the Holocaust, genocide, and antisemitism by providing consultative services and technical assistance to educational institutions, other governmental agencies, community organizations, and the general public. This position leads campus outreach and establishes a process to evaluate, track, and share program outcomes and progress. May provide guidance to others. Work under limited supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Coordinate and monitor Commission outreach by connecting with high school and college campuses to assist with resources and programs to combat antisemitism.

2. Perform project work, such as coordinating activities, volunteer opportunities, and commemorations, monitoring program outcomes, and documenting and reporting progress.
3. **Combating Antisemitism on College Campuses**
 - Identify, contact, and establish relationships with students and campus partners
 - Meet with identified organizations, students, and faculty, to build/maintain working relationships; learn about the interests and needs of each campus
 - Assist in providing programs and training opportunities
4. Serve as the connector for all Holocaust, genocide, and antisemitism information on campuses, by keeping track of events/commemorations, building relationships with student organizations, tracking instances of antisemitism (to be tracked for legislatively required Antisemitism Study), and communicating to campuses about THGAAC resources
5. **Oversee the 1525 Club**, a Commission Initiative working with high school and college students
 - Create a sustainable leadership structure for the 1525 Steering Committee
 - Plan 1525 Steering Committee Meetings and 1525 Programs
 - Set goals for the 1525 Club
6. Expand and connect with more partnership organizations and educational institutions to offer training, resources, and support.
7. Serve as the primary contact for all campus questions and reports.
8. Create and organize campus opportunities for programs, commemorations, and educational opportunities.
9. Establish a process to gather and share opportunities with the Commission and other stakeholders.
10. Help establish volunteer opportunities.
11. Maintain regular contact and flow of information to campuses
12. Partner with organizations to hold commemoration ceremonies
13. Contact, maintain, receive and handle correspondence with campuses for ongoing projects.
14. Assist in maintaining and updating information on the Commission's website.
15. Interact and coordinate projects with THGAAC Commissioners, as needed.
16. Provide general support for commission programs, as needed.
17. Provide back-up telephone and administrative support to the division's office manager, as needed.
18. May provide guidance to others.
19. Adhere to established work schedule with regular attendance.
20. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

21. Perform other duties as assigned.

Note: This is a perpetual job posting and applications will be accepted on a continuous basis. The position will not be filled before **September 1, 2025**.

Qualifications

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university with a degree in History, Communications, Jewish Studies, Political Science, Education, Psychology, or a closely related field;
- Minimum two years' experience providing assistance or project support work;
- Experience working with campus leadership organizations;
- Ability to maintain the security or integrity of the critical infrastructure;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 35% of the work period.

PREFER:

- Experience with volunteer programs;
- Knowledge of the Holocaust and other genocides; and/or
- Strong skills with database management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Microsoft Office Suite including a working knowledge of Excel;
- Knowledge of general office management, administrative, accounting and clerical procedures;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in the use of general office machines;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to implement new systems and procedures to evaluate efficiency and effectiveness;
- Ability to coordinate the work of coworkers and volunteers to create a cohesive visitor experience;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;

- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings and weekends, as needed.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the [CAPPS website](#). Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (gender, sexual orientation, and pregnancy), national origin, disability, age, military status, genetic information, or protected activity in recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to <http://www.texasskillstowork.com/> for assistance translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER

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