

**POSITION NOTICE
SAN ANGELO SITE**

POSITION:	ADMISSIONS SPECIALIST #288
NOTE:	OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.
EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED:	Associates degree required. Two (2) years related experience preferred. Experience with POISE, Microsoft Office Suites and Outlook preferred. Ability to operate common office equipment. Strong organizational and outstanding communication skills are required. Must be able to multi-task in an active office environment, including switchboard operation. Exceptional customer service required.
DESCRIPTION OF JOB DUTIES:	Performs clerical duties pertaining to admissions office functions working closely with admissions office in Big Spring. Assists with academic/continuing education registration. Responsible for data entry, processing official transcripts, assisting with customers at the counter and switchboard duties. For a complete list of job duties please review the job description, available from Human Resources.
SALARY RANGE:	\$27,461- \$32,863
POSITION AVAILABLE:	December 1, 2021
TO APPLY:	Complete online application and attach transcripts at: www.howardcollege.edu/careers/
POSTED:	October 12, 2021

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion, genetic information, veteran's status, or any other characteristic protected under applicable federal or state law in its employment policies, procedures, and processes as well as application and admission processes, educational programs and activities and college facilities.