

**POSITION NOTICE  
BIG SPRING SITE**

**POSITION:** Assistant to Dental Hygiene #513

**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:** High school graduate or equivalent required, additional education will be recognized. Four (4) years related experience preferred. Must have strong communication skills, including professional phone etiquette. Knowledge of computers and the ability to quickly learn campus-specific software systems is essential. Must be well-organized, adaptable to a fast-paced environment, and knowledgeable about confidentiality regulations.

**DESCRIPTION OF JOB DUTIES:** Responsibilities include purchasing and receiving inventory and supplies, preparing and maintaining budget and financial reports, and organizing departmental files and records. Taking and distributing meeting minutes, advising and supporting students, and assisting faculty and the program chair with various administrative tasks. Additional duties include serving as the receptionist for the on-campus clinic, providing support with state and national documentation, and coordinating special events such as pinning ceremonies, graduation, and advisory board meetings. The position also requires running errands, making financial deposits. Availability to begin work prior to 8:00 AM is essential. For a complete list of job duties please review the job description, available from Human Resources.

**SALARY RANGE:** \$31,394 - \$36,796

**POSITION AVAILABLE:** Immediately

**TO APPLY:** Complete online application at: <https://howardcollege.edu/careers/>

**POSTED:** May 2, 2025

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