

**POSITION NOTICE  
BIG SPRING CAMPUS**

**POSITION:** DISTRICT EXECUTIVE ASSISTANT TO THE PRESIDENT #550

**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:** Associate's degree or specialized training required. Additional education will be recognized. Eight (8) years' experience preferred. Ability to use computer programs, including word processing, spreadsheets, and database programs. Accounting / bookkeeping skills, organizational skills, and proofreading skills required. Some legal skills preferred. Ability to regularly work extended hours including evenings and weekends. Must satisfactorily pass a skills test. American Sign Language and bilingual in English/Spanish a plus.

**DESCRIPTION OF JOB DUTIES:** Perform a variety of administrative and clerical duties as designated by the President. Review documents for accuracy. Maintain standards of confidentiality. Schedule and maintain the President's calendar. Process and maintain budget expenditures. Assist with details involved in meetings and functions. Organize and maintain official records. Provide excellent customer service and assistance to internal and external stakeholders. Prepare and distribute official correspondence as directed by the President. Performs additional duties as assigned. For a complete list of job duties please refer to the job description, available from Human Resources.

**SALARY RANGE:** \$50,080 - \$55,482

**POSITION AVAILABLE:** Immediately

**TO APPLY:** Complete an online application at: [www.howardcollege.edu/careers/](http://www.howardcollege.edu/careers/)

**POSTED:** December 17, 2025

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.

"Howard College ... For Learning, For Earning, For Life!"

[www.howardcollege.edu](http://www.howardcollege.edu)