

**POSITION NOTICE
BIG SPRING CAMPUS**

POSITION: **COORDINATOR OF HIGH SCHOOL PARTNERSHIPS #596**

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:**

Bachelor's degree or specialized training required. Master's degree preferred. Additional education will be recognized. Four (4) years related experience preferred. Experience in college and high school programs preferred. Must be willing to work with a diverse population. Ability to effectively use a variety of information systems, databases, and software, including Microsoft Office Suite. Must possess understanding of the community college philosophy, TEA and THECB policies. Must be well organized and reliable. Demonstrate ability to effectively support and professionally communicate with dual credit constituents.

DESCRIPTION OF JOB DUTIES:

Serves as primary contact for assigned high school campuses' dual credit services. Assist in development and implementation of dual credit policies and procedures for the district. Responsible for guidance, counseling, and holistic advising leading students on a path of success as dual credit students. Work with Associate Registrar for High School Programs and the Administrative Deans of Instruction. For a complete list of job duties refer to the job description, available from Human Resources.

SALARY RANGE: **\$47,502 - \$55,605**

POSITION AVAILABLE: **Immediately**

TO APPLY: **Complete an online application at: www.howardcollege.edu/careers/**

POSTED: **September 18, 2026**

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.