

**POSITION NOTICE
BIG SPRING SITE**

POSITION: **COORDINATOR OF STUDENT SUPPORT CENTER #577**

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. Additional education will be recognized. Five (5) years related experience preferred. Ability to manage tutoring, testing, career services. Communicate well with others using both written and verbal means. Use computer programs including Microsoft Office. Guide implementation of new student development philosophy. Must be familiar with community college and testing requirements from authorities.

DESCRIPTION OF JOB DUTIES: Assist in developing and overseeing testing and student development services including but not limited to tutoring and career services for the Big Spring campus. Assist with early alert, suspension, and probation students to ensure students are on a path to success. Ensure testing center maintains Pearson testing certification and serve as the backup for national standardized test Supervise Coordinator of Testing Services.

SALARY RANGE: **\$47,572 – \$51,974**

POSITION AVAILABLE: **Immediately**

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

POSTED: **June 23, 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.