HOWARD COLLEGE
HUMAN RESOURCES OFFICE

POSITION NOTICE
BIG SPRING CAMPUS

POSITION:	**DISTRICT EXECUTIVE ASSISTANT TO THE PRESIDENT #607**
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. Must satisfactorily pass a skills test. American Sign Language and bilingual in English/Spanish a plus.
DESCRIPTION OF JOB DUTIES:	Provides high-level administrative and clerical support to the President, Chief of Staff, and Board of Trustees, manages calendars, correspondence, records, and confidential information while serving as a key point of contact tor internal and external stakeholders, Coordinates meetings, travel, budgets, board materials, and special events. Assists with governance functions including trustee elections, board packets, contracts, and institutional planning efforts, maintains office operations, processes expenditures and promotes continuous quality improvement. Performs additional duties as assigned, including after-hours or weekend responsibility. For a complete list of job duties please refer to the job description, available from Human Resources.
SALARY RANGE:	**$51,010 - $56,412**
POSITION AVAILABLE:	**Immediately**
TO APPLY:	**Complete an online application at: www.howardcollege.edu/careers/**
POSTED:	**November 10, 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.