

**POSITION NOTICE
BIG SPRING CAMPUS**

POSITION: Financial Aid Advisor #594

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. Three (3) years' experience preferred. Provide excellent customer service while communicating clearly and professionally with customers and coworkers. Comfortable using computers, office software, and other common office equipment, with some knowledge of federal and state tax laws and government forms. Able to work evenings and weekends when needed during busy times and maintain reliable attendance.

DESCRIPTION OF JOB DUTIES: Assist students with financial aid applications, award information, scholarships, and work-study programs. Guide students through the financial aid process and assist with federal loan programs, including entrance and exit counseling. Maintain accurate records, answer questions, provide helpful customer service, and ensure all student information is handled with confidentiality and care. For a complete list of job duties please refer to the job description, available from Human Resources.

SALARY RANGE: \$41,363 - \$46,765

POSITION AVAILABLE: Immediately

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

POSTED: September 8, 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.