



HOWARD COLLEGE

Human Resources Office

humanresources@howardcollege.edu • 1001 Birdwell Lane • Big Spring, TX 79720 • Ph (432) 264-5100

POSITION NOTICE SWCD SITE

POSITION:	Part-time Activity Center Employee #586
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:	High school graduate or equivalent required. Previous related experience preferred. Ability to operate a computer and other standard office equipment. Must be able to lift, push, and pull up to 50 pounds and stand, walk, climb, crouch, kneel, and bend for extended periods. Fluency in American Sign Language (ASL) is required.
DESCRIPTION OF JOB DUTIES:	Assist with Activity Center programs and events. Maintain a safe, welcoming, and inclusive environment while ensuring activities are conducted as planned. Engage with students to promote participation and foster a positive campus experience. Must be available to work a flexible schedule, including evenings and weekends.
SALARY:	\$12.00 (not to exceed 19 hours per week)
POSITION AVAILABLE:	Immediately
TO APPLY:	Submit completed employment application and materials at: https://.howardcollege.edu/careers/.html
POSTED:	July 30, 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.

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

www.howardcollege.edu