



HOWARD COLLEGE

Human Resources Office

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

POSITION NOTICE BIG SPRING SITE

POSITION:	Part-time Data Entry # 529
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. Must be detailed oriented. Proficient use of computer programs including Microsoft Office Suite and other technology. Must be comfortable working with numbers.
DESCRIPTION OF JOB DUTIES:	Compile and input data into local and state systems along with assisting participants enroll into the program. Will also assist in tracking student data and program statistics.
SALARY:	\$14.00 (not to exceed 19 hours per week)
POSITION AVAILABLE:	Immediately
TO APPLY:	Submit completed employment application and materials at: https://.howardcollege.edu/careers/
POSTED:	August 14, 2025

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