

**POSITION NOTICE
BIG SPRING SITE**

POSITION: Testing Coordinator #583

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. Two (2) years related experience preferred. Ability to operate a personal computer and other common office equipment and software such as Microsoft Office Suite, and scheduling tools. Other aspects include adequate phone skills, communication with the public and organizational skills. Ability to work effectively and professionally with individuals from diverse backgrounds.

DESCRIPTION OF JOB DUTIES:

Coordinate, administer, and proctor tests performed through the Testing Department for the Big Spring and Lamesa campuses. Provide support for additional departmental functions as needed. Ensuring the testing center adheres to test standards, security, confidentiality, integrity, and maintenance of test records and other aspects of testing. For a complete list of job duties please refer to the job description available from Human Resources.

SALARY RANGE: \$ 36,656 to \$42,058

POSITION AVAILABLE: Immediately

TO APPLY: Complete online application at:
<https://howardcollege.edu/careers/>

POSTED: July 15, 2026

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