



POSITION NOTICE
BIG SPRING SITE

POSITION: **COLISEUM & ATHLETIC ASSISTANT #264**

NOTE: **OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION MAY BE REQUIRED. BACKGROUND CHECK WILL BE REQUIRED.**

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: Some college or specialized training required. Additional education recognized. Three (3) years related experience preferred. Knowledge of Microsoft Word and Excel and the ability to operate a personal computer and other common office equipment.

DESCRIPTION OF JOB DUTIES: Performs a variety of secretarial duties as requested by the Athletic Department and Director of Coliseum and Custodial Services. Assists the Director of Coliseum and Custodial Services in managing coliseum contracts and building use. For a complete list of job duties please see job description, available from Human Resources.

SALARY RANGE: **\$29,215 - \$36,371**

POSITION AVAILABLE: **Immediately**

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

REPOSTED: **October 18, 2021**

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion, genetic information, veteran's status, or any other characteristic protected under applicable federal or state law in its employment policies, procedures, and processes as well as application and admission processes, educational programs and activities and college facilities.