

**POSITION NOTICE**  
**BIG SPRING SITE**

**POSITION:** Coliseum Event & Mailroom Delivery Coordinator #480

**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, additional education will be recognized. Three (3) years related experience preferred. Knowledge of custodial services practices/equipment. Ability to lift/push/pull up to 88 lbs. and stand, walk, climb, crouch, kneel, or bend for long periods. Pre-employment physical examination required. Must have and maintain a valid TX driver's license.

**DESCRIPTION OF JOB DUTIES:** Deliver mailroom packages in multiple buildings throughout the day. Must clean coliseum, including windows and restrooms. Wax, strip, and polish floors as needed. Perform work involving coliseum event set up and tear down to include helping with event. For a complete list of job duties please review the job description, available from Human Resources.

**SALARY RANGE:** \$28,584 - \$33,986

**POSITION AVAILABLE:** Immediately

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

**POSTED:** July 10, 2024

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