

POSITION NOTICE
BIG SPRING SITE

POSITION: Coordinator of Residence Education & Campus Spirit #482

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: Bachelors degree required. Five (5) years experience preferred. Additional education will be recognized. Knowledge of dorm and facility management; strong organizational and communication skills; event and appearance coordination; work with young adults using effective programming. Pre-employment physical exam required. Must be able to lift, push and pull up to 48 pounds; bend squat, climb stairs.

DESCRIPTION OF JOB DUTIES: Manage and supervise Partee Residence Hall; assist with housing activities; interview, select, train, develop and supervise resident assistants, desk assistants and work-study positions. Manage and supervise campus spirit program including HC cheerleaders. For a complete list of job duties please review the job description, available from Human Resources.

SALARY RANGE: \$42,896 - \$49,508 (10.5 month position)

POSITION AVAILABLE: July 25, 2024

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

POSTED: July 25, 2024

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.