



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: **ENROLLMENT NAVIGATOR- Continuing Education Specialist #491**

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

EXPERIENCE AND OTHER

QUALIFICATIONS REQUIRED: Associate degree or specialized training required. Additional education will be recognized. Four (4) years related experience preferred. Able to multitask while also working independently. Must have effective leadership and communication skills (verbal and written). Excellent management skills. Effective use of computer programs including Microsoft Office. Familiar with community college, state, and federal requirements & guidelines.

DESCRIPTION OF JOB DUTIES: Manage and run the continuing education including advertising course offerings, registration for classes, maintaining courses, and student records. This position will work closely with the Enrollment Navigator helping students with the onboarding process. For a complete list of job duties refer to the job description available from Human Resources.

SALARY RANGE: **\$37,736 - \$42,058**

POSITION AVAILABLE: **Immediately**

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

POSTED: **December 3, 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.

“Howard College... For Learning, For Earning, For Life!”

www.howardcollege.edu