



HOWARD COLLEGE

Human Resources Office

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POSITION NOTICE BIG SPRING SITE

POSITION: ENROLLMENT NAVIGATOR #485

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: Bachelor's degree required. Additional education recognized. Four (4) years related experience preferred. Must have effective leadership and communication skills (verbal and written). Effective use of computer programs including Microsoft Office. Familiar with community college requirements & guidelines; knowledge of community college admission processes.

DESCRIPTION OF JOB DUTIES: Collaborate with other areas of the college to ensure students successfully complete enrollment steps. Communicate to students about the process. Design and support recruitment campaigns and creative promotions to advance enrollment. For a complete list of job duties refer to the job description available from Human Resources.

SALARY RANGE: \$44,818 - \$50,220

POSITION AVAILABLE: Immediately

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

POSTED: September 12, 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