

POSITION NOTICE SAN ANGELO SITE

POSITION:	ENROLLMENT NAVIGATOR #337

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:

Some college or specialized training required and 1-year related experience preferred. Knowledge of Microsoft Office Suite, Internet Explorer, and current Windows Operating System. Strong communication skills, both personally and by telephone, plus outstanding customer

service.

DESCRIPTION OF JOB DUTIES: Performs clerical duties and works closely with the Student Services

Area/Admissions and Records. Assist prospective students with the application process to include submission or required documentation and completion of pre-registration activities using Teams applicant list and Education Advisory Board Navigate. Maintain the Teams applicant list

and develop processes to reach out to students.

SALARY RANGE: \$11.00 per hour (19 hours per week)

POSITION AVAILABLE: Immediately

TO APPLY: Complete the Howard College application online:

https://howardcollege.edu/careers/

POSTED: June 8, 2022

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 status, or any other status protected under applicable federal or state law in its employment policies, procedures, and processes.