

**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