



# HOWARD COLLEGE

Human Resources Office

humanresources@howardcollege.edu • 1001 Birdwell Lane • Big Spring, TX 79720 • Ph (432) 264-5100

---

## POSITION NOTICE SWCD SITE

**POSITION:** FINANCIAL AID / ADMISSIONS / ADA COORDINATOR # 434

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

**EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED:** Associate degree or specialized training required. Additional education recognized. Five (5) years related experience preferred. Ability to operate a personal computer and other common office equipment. Fluency in American Sign Language required.

**DESCRIPTION OF JOB DUTIES:** Directs the operation and management of the student financial aid program. Responsible for a variety of specialized duties including international student admissions, work-study program, and career placement, keeping in accordance with state, federal, and Howard College mandates. For a complete list of job duties refer to the job description, available from Human Resources.

**SALARY RANGE:** \$37,623 - \$45,179

**POSITION AVAILABLE:** Immediately

**TO APPLY:** Complete an online application at: [www.howardcollege.edu/careers/](http://www.howardcollege.edu/careers/)

**POSTED:** October 23, 2023

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](http://www.howardcollege.edu)