



POSITION NOTICE
BIG SPRING SITE

POSITION: **TEMPORARY SUMMER PART-TIME TRIO UPWARD BOUND PROGRAM ASSISTANT #504**

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:

High school graduate or equivalent required. Some college or specialized training preferred. One (1) year related experience preferred. Must be at least 18 years of age. Demonstrates a high degree of creativity, energy, and enthusiasm. Must be punctual and dependable and maintain professional boundaries and uphold program policies. Excellent oral, written, interpersonal, organizational, and customer service skills. Proficient use of Microsoft Office.

DESCRIPTION OF JOB DUTIES:

The Summer Assistant will assist the Program Director and the Academic Coach with organization, clerical work, and managing students. Provide classroom support assistance. Lead / chaperone small student groups during college visits and assist with Upward Bound special events. Assist with data entry. Participate in one-on-one and group staff, student, and all-program meetings. Build and maintain a positive, supportive, productive, and safe environment for both students and staff.

SALARY RANGE: **\$13.00 per hour (6-week position)**

POSITION AVAILABLE: **June 2, 2025**

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

POSTED: **March 19, 2025**

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.