

**POSITION NOTICE
SAN ANGELO SITE**

POSITION: CUSTOMER SUPPORT SPECIALIST / ADVISOR #534

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: Associate degree or specialized training required. Additional education will be recognized. Five (5) years related experience preferred. Must have outstanding communication and interpersonal skills. Proficient in productivity and collaboration tools, including Microsoft 365, modern web browsers, and the Windows operating system.

DESCRIPTION OF JOB DUTIES: Provide first-line support for accounting access to Howard College technology systems, working collaboratively with the IT department to resolve account-related issues. In addition, serve as an advisor to current and prospective students. For a comprehensive list of responsibilities, please consult the official job description available through Human Resources.

SALARY RANGE: \$34,025 - \$39,427

POSITION AVAILABLE: Immediately

TO APPLY: Complete an online application at www.howardcollege.edu/careers/
Attach transcripts and license.

POSTED: August 22, 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.