

**POSITION NOTICE
SAN ANGELO SITE**

POSITION: AEL District Lead Data Coordinator/Office Manager #573

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. Additional education will be recognized. Four (4) years related experience preferred. Demonstrates flexibility, strong organizational skills, and effective communication with colleagues and customers. Capable of reading and analyzing reports with accuracy. Proficient in Microsoft Word and Excel and experienced in operating standard office equipment.

DESCRIPTION OF JOB DUTIES: Provides district-wide leadership and coordination for AEL data entry operations across all campuses and service areas. Oversee and support the enrollment process by ensuring accurate and timely entry of student assessment data. Serves as lead for all AEL data entry personnel, including training, mentoring, and establishing consistent procedures to ensure compliances. Assists the Director of AEL with extended office manager duties. For a complete list of job duties please refer to the job description, available from the Human Resources office.

SALARY RANGE: \$43,064 - \$48,466

POSITION AVAILABLE: Immediately

TO APPLY: Complete online application and attach materials at:
<https://howardcollege.edu/careers/>

POSTED: May 1, 2026