HOWARD COLLEGE
Human Resources Office
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POSITION NOTICE
SAN ANGELO SITE

POSITION:	**Part-time Marketing & Communications Assistant #605**
NOTE:	**OFFICIAL TRANSCIPTS 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. Three (3) years of related experience preferred. Strong communication and interpersonal skills, basic graphic design abilities, and experience publishing social media content are required. Must be able to work independently, manage time effectively, and operate standard office equipment.
DESCRIPTION OF JOB DUTIES:	Assist with planning and scheduling social media content, website updates, news releases, programs, and other promotional activities. Design basic promotional materials and templates using tools such as Canva. Write and proofread short-form content. Coordinate calendars, promotional events, and staff activities. Provide campus tours.
SALARY:	**$15.00 per hour**
POSITION AVAILABLE:	**Immediately**
TO APPLY:	**Submit completed employment application and materials at: https://.howardcollege.edu/careers/.html**
POSTED:	**November 3, 2026**

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.