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

POSITION NOTICE
SAN ANGELO SITE

POSITION:	**Part-time Student Life & Special Events Assistant #606**
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. Previous related experience preferred. Must have strong communication skills, both in person, by telephone, and via email. Ability to use common office equipment and software such as Microsoft Office Suite. Independent judgment and decision-making abilities are necessary. Must be able to manage a flexible schedule with time available during the morning at least 3 days a week, prioritize tasks within a 15-hour weekly limit, and meet consistent deadlines. May require some evening or weekend hours for specific events.
DESCRIPTION OF JOB DUTIES:	Student Life and Special Events Assistant is to support the planning, coordination, promotion, and execution of student activities, campus programs, and special events in coordination with the Director of Student Life and Special Events. This position helps foster student engagement, campus involvement, and a welcoming college environment through effective event coordination and administrative support.
SALARY:	**$15.00 per hour**
POSITION AVAILABLE:	**Immediately**
TO APPLY:	**Submit completed employment application and materials at: https://.howardcollege.edu/careers/.html**
POSTED:	**November 10, 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.