



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: STUDENT SERVICES ASSISTANT / SWITCHBOARD OPERATOR #501

NOTE: OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION MAY BE REQUIRED. MAY BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: Some college or specialized training required. Additional education recognized. Three (3) years' experience preferred. Ability to operate a computer and other common office equipment. Experience with computer programs including Microsoft Office. Must be able to multi-task. Must have strong communication skills and possess a desire to work with the public.

DESCRIPTION OF JOB DUTIES: Serve as the switchboard operator and the receptionist for the San Angelo Campus. The position will manage the switchboard and perform a variety of clerical and office duties to assist departments within Student Services. For a complete list of job duties refer to the job description, available from Human Resources.

SALARY RANGE: \$36,656 - \$42,058

POSITION AVAILABLE: Immediately

TO APPLY: Complete an online application at: www.howardcollege.edu/careers/

POSTED: 3/18/2025

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.

"Howard College... For Learning, For Earning, For Life!"

www.howardcollege.edu