

**POSITION NOTICE
SWCD**

POSITION: Coordinator of Student Activities and Centers #589

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: High school graduate or equivalent required. Additional education recognized. One (1) year related experience preferred. Must be fluent in American Sign Language (ASL). CPR / First-Aid certification or willingness to obtain. Strong interpersonal skills with ability to lead and mentor student workers. Proficiency with computers and standard office equipment.

DESCRIPTION OF JOB DUTIES: Supports the daily operations and upkeep of the Activity Center. Coordinates with external organizations utilizing the facility, and plans and implements campus wellness initiatives, fitness activities, and community engagement programs. For a comprehensive list of responsibilities, please refer to the official job description available through the Human Resources Department.

SALARY RANGE: \$31,322 - \$35,823(10-month position)

POSITION AVAILABLE: Immediately

TO APPLY: Complete an online application at
<https://howardcollege.edu/careers/>

POSTED: August 21, 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.