

**POSITION NOTICE
SAN ANGELO SITE**

POSITION: Student Life and Marketing Assistant #345

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. Previous related experience preferred. Knowledge of Microsoft Office Suite and current Windows Operating System. Must be a self-starter and motivated to complete tasks unsupervised. Strong communication skills, both in person and by telephone as well as electronically via email. Ability to manage a flexible work schedule with availability in the morning at least 3-days a week. May require some evening or weekend hours for specific events. Must have and retain a valid Texas driver's license.

DESCRIPTION OF JOB DUTIES: Assists the Director of Student Life, Marketing and Outreach with a variety of task to include coordinating the planning of events and creating monthly student activity calendars; maintaining student activity inventory; community outreach events; assist with maintaining social media presence; assist with design, production and publication of materials and the Hospitality Hutch/Success closet; serve as SGA advisor and assist with student organizations as needed.

SALARY RANGE: \$14.00/hr.

POSITION AVAILABLE: September 1, 2022

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

POSTED: July 28, 2022

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion, genetic information, veteran's status, or any other characteristic protected under applicable federal or state law in its employment policies, procedures, and processes as well as application and admission processes, educational programs and activities and college facilities.