

Administrative Specialist, Empirical Educator Center
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245593>

Downloaded On: Sep. 27, 2024 1:19am

Posted Sep. 23, 2024, set to expire Oct. 2, 2024

Job Title	Administrative Specialist, Empirical Educator Center
Department	
Institution	Lee College Baytown, Texas
Date Posted	Sep. 23, 2024
Application Deadline	10/02/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5653608
Apply By Email	
Job Description	

Image not found or type unknown



Administrative Specialist, Empirical Educator Center

Salary:

Job Type: Full-Time

Job Number: FY2300480

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Position Overview

Administrative Specialist, Empirical Educator Center Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245593>

Downloaded On: Sep. 27, 2024 1:19am

Posted Sep. 23, 2024, set to expire Oct. 2, 2024

Starting Salary Range is \$36,358 -\$40,914. The initial salary offer is commensurate with education and related work experience.

This position will provide administrative assistance for the operations of the Empirical Educator Center (EEC), to include budget and purchasing support, management and tracking of professional development travel requests, management of the EEC professional development calendar, management and entry of professional development sessions in People Soft, administrative support of Quality Service professional development, administrative support of distance education, administrative support of pathways, and administrative support of scheduling classroom and online class observations.

Essential Duties & Responsibilities

- Coordinate Empirical Educator Center activities.
- Manage Empirical Educator Center meeting needs.
- Create forms, agendas, and flyers.
- Take meeting minutes and type minutes of meetings.
- Serve as liaison to, and regularly communicate with, faculty, staff, administrators, and community members regarding Empirical Educator Center activities including Quality Service, pathways, professional development, and distance education.
- Organize and maintain files for the Empirical Educator Center, Quality Service, Pathways, and Distance Education.
- Support Distance Education Coordinator.
- Assist with scheduling professional development, including facilities requests and support for professional development sessions.
- Maintain professional development calendar in SharePoint.
- Coordinate meeting and event logistics for convocation, professional development and training activities, including scheduling virtual and face-to-face professional development sessions.
- Utilize People Soft to input professional development sessions, track professional development, and register attendees.
- Create and disseminate professional development evaluations.
- Tabulate results of evaluations and present outcomes for continuous improvement.
- Develop certificates for professional development.
- Compile data and maintain spreadsheets related to data.
- Assist with Data Analysis of information related to Quality Service, Pathways, Distance Education, and Professional Development.
- Update spreadsheets of training completions by division.
- Process professional development travel applications, track applications, and expedite budget

Administrative Specialist, Empirical Educator Center Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245593>

Downloaded On: Sep. 27, 2024 1:19am

Posted Sep. 23, 2024, set to expire Oct. 2, 2024

information for travelers.

- Coordinate and schedule classroom and online course observations.
- Assist with transcription of faculty videos.
- Enter purchase requests and track the Empirical Educator Center and Distance Education budgets.
- Order drinks, food, and supplies for professional development, meetings, and pathways.
- Regularly contact human resources to obtain lists of new full-time and part-time faculty for scheduling in the Lee College Teaching Online Certification course.
- Supervise student assistants.

Additional Duties & Responsibilities

- Use various software applications such as spreadsheets, relational databases, document software, and graphics packages to assemble, manipulate, and/or format data and/or reports.
- Email notifications and correspondence with Distance Education Committee and faculty.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (G.E.D.)
- Three (3) years of work experience related to coordinating services, events, and maintaining records
- Able to successfully plan, schedule, and coordinate multiple activities with attention to detail
- Effective communication skills; both oral and written
- Effective public relations skills
- Able to communicate and work collaboratively with internal and external entities
- Demonstrated skills in spreadsheets, word-processing, database, and email software
- Must be able to work evenings and weekends as needed

Preferred:

- Associate's (or higher) degree or successful completion of sixty (60) college credit hours
- Experience using PeopleSoft
- Experience using Office 365

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic



Administrative Specialist, Empirical Educator Center
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245593>

Downloaded On: Sep. 27, 2024 1:19am

Posted Sep. 23, 2024, set to expire Oct. 2, 2024

information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4661916/administrative-specialist-empirical-educator-center>

jeid-4c638bc40d129e4dbd92ef38fa9584cc

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

,