

Part-Time Administrative Specialist, Lee College  
Education Center - South Liberty County  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245595>

Downloaded On: Sep. 27, 2024 1:13am

Posted Sep. 23, 2024, set to expire Oct. 1, 2024

<b>Job Title</b>	Part-Time Administrative Specialist, Lee College Education Center - South Liberty County
<b>Department</b>	
<b>Institution</b>	Lee College Baytown, Texas
<b>Date Posted</b>	Sep. 23, 2024
<b>Application Deadline</b>	10/01/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5653622">https://apptrkr.com/5653622</a>
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<b>Job Description</b>	

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**Part-Time Administrative Specialist, Lee College Education Center - South Liberty County**

**Salary:** \$17.48 Hourly

**Job Type:** Part-Time

**Job Number:** FY2300486

**Location:** Liberty Education Center - Liberty, TX

**Division:** Provost/Academic & Student Affairs

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### **Position Overview**

Provide administrative support for the Lee College Education Center - South Liberty County. The position is a forward-facing customer service position located at the Lee College Education Center - South Liberty County in Liberty, Texas which requires excellent communication, organizational, time management, problem-solving, and customer service skills for regular interaction with a diverse range of students, school district, and business partners.

### **Essential Duties & Responsibilities**

- Provide administrative assistance in support of the department's financial operations, including providing or compiling data for budgets, reviewing expenditures, and completing the Shadow Budget.
- Maintain a professional demeanor and polished appearance; flexible and comfortable in a fast-moving environment where immediate response is important.
- Perform clerical duties for the Lee College Education Center located in Liberty County maintain files, greet and assist visitors, disseminate information about Lee College Education Center programs, make copies, and scan, etc.
- Create meeting agendas, take minutes during meetings, and distribute minutes to participants.
- Prepare budget status and detail transaction reports; monitor departmental budgets and expenditures.
- Enter and track departmental purchase requests; process account statements and credit card charges in the credit card tracking system.
- Produce internal and external correspondence; distribute departmental information and reminders.
- Answer phone calls, take messages, and provide up-to-date information related to programming, events, and course offerings.
- Provide support to the center staff and faculty.
- Follow safety procedures, maintain a safe work environment, and respond according to the established protocol to emergency situations.
- Replenish supplies in the student lounge and the Grab and Go food station; notify the program manager and/or service coordinator of need for replenishment of supplies.

### **Additional Duties & Responsibilities**

- Plan, coordinate, and oversee organizational details for special events sponsored by the Center such as meetings hosted for internal and external constituents, external committees, etc.

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- Order, inventory, and maintain office supplies Must be able to work a flexible schedule Assist with events to disseminate information about the Center and its programs, i.e., career fairs, job fairs, college and external events where we are promoting the college and the Center.
- Perform other duties as assigned.

**Minimum Education, Experience, Knowledge, Skills & Abilities**

- High School Diploma or equivalent (G.E.D.)
- One (1) year of related work experience
- Experience in support and data entry
- Must be dependable
- Demonstrated attention to detail and ability to multitask
- Able to work individually with limited supervision and collaboratively with diverse populations/ groups/ teams
- Must be friendly, outgoing, and energetic, along with exceptional customer service abilities
- Excellent interpersonal and problem-solving skills
- Friendly, courteous, service-oriented, and enjoy working with a variety of people
- Act with discretion and maintain confidentiality
- Exceptional computer skills including expertise in Microsoft Word, Excel, Outlook, and PowerPoint
- Strong attention to detail and highly organized with the ability to keep detailed files and records
- Ability to maintain effective working relations with college personnel and outside entities
- Must be available to work evenings and weekends as needed

**Preferred:**

- Able to read, write, and speak both English and Spanish

*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 information or any other basis protected by law.*



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To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4661952/part-time-administrative-specialist-lee-college-education-center-south-liberty>

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### Contact Information

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

#### Contact

N/A

Lee College

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