

Administrative Specialist, Athletics  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=248269>

Downloaded On: Nov. 12, 2024 8:04pm

Posted Nov. 6, 2024, set to expire Nov. 15, 2024

<b>Job Title</b>	Administrative Specialist, Athletics
<b>Department</b>	
<b>Institution</b>	Lee College Baytown, Texas
<b>Date Posted</b>	Nov. 6, 2024
<b>Application Deadline</b>	11/15/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Athletics and Recreation Services Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5778908">https://apptrkr.com/5778908</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Administrative Specialist, Athletics**

**Salary:**

**Job Type:** Full-Time

**Job Number:** FY2300491

**Location:** Main Campus - Baytown, TX

**Division:** Finance & Administration

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### Position Overview

Starting Salary Range is \$36,358 -\$40,913. The initial salary offer is commensurate with education and related work experience.

Provide clerical support to the office of Athletics & Athletic Director.

### Essential Duties & Responsibilities

- Perform specialized administrative support work related to planning, organizing, and coordinating Athletic Department activities.
- Create internal and external correspondence; distribute departmental information and reminders.
- Receive and route incoming calls and mail.
- Maintain and assist in the preparation of NJCAA Compliance items.
- Develop monthly meeting agendas and distribution of minutes.
- Process credit card reports.
- Monitor and assist in maintaining departmental budgets.
- Assist in keeping procedure manuals up to date.
- Maintain Athletic Director calendars.
- Arrange staff and business meetings.
- Maintain department budget and records, create purchase orders, and budget reports for Athletic Department.
- Coordinate travel arrangements for Athletic Director.
- Generate reports in PeopleSoft as requested or needed.
- Manage PeopleSoft Check-In and Microsoft Outlook to schedule appointments, meetings, etc. for the department.
- Maintain inventory of all office supplies and equipment.
- Process supply orders.
- Process Print Shop orders as requested or needed.
- Answer multi-line telephone to provide service and information to students and college staff.
- Provide clerical support for the office staff and administrators.
- Assist with Athletic Department activities as requested or needed.
- Perform routine clerical jobs such as copying, faxing, scanning, and filing.
- Prepare money for sports travel, including turn in of receipts and credit card approvals.
- Send purchase orders and purchase request for approvals.
- Provide relevant department information to prospective students.

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### **Additional Duties & Responsibilities**

- Perform other duties as assigned.

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

- High School Diploma or equivalent (G.E.D.)
- Three (3) years of related work experience
- Knowledge of office equipment: telephone, PC, printer, copier, fax, and scanner
- Demonstrated experience working with Microsoft Word, Excel, Power Point, Outlook, and Internet
- Ability of communicate effectively both orally and in writing
- Ability to multi-task
- Organized in keeping detailed files and records
- Ability to maintain effective working relations with college personnel and outside entities.
- Able to make balanced judgments and decisions.
- Able to work with individuals from diverse backgrounds.
- Able to lift twenty (20) pounds of materials.
- Able to sit for long periods of time.
- Must be able to cope with stressful situations calmly and professionally.
- Must be able to work evenings and weekends as needed.

*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.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4715709/administrative-specialist-athletics>



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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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