

Part-Time Campus Engagement & Belonging Specialist Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=248833>

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Posted Nov. 14, 2024, set to expire Nov. 26, 2024

Job Title	Part-Time Campus Engagement & Belonging Specialist
Department	
Institution	Lee College Baytown, Texas
Date Posted	Nov. 14, 2024
Application Deadline	11/26/2024
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Part-Time Campus Engagement & Belonging Specialist

Salary: \$17.48 Hourly

Job Type: Part-Time

Job Number: FY2300514

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

This position provides operational coordination and administrative support for Campus Engagement & Belonging initiatives at Lee College, reporting directly to the Executive Director. The role manages day-to-day operations of the Common Grounds Lounge while supporting campus-wide engagement activities including recognition of historical and cultural events. This position helps the Executive Director maintain a supportive educational and social environment that serves all student populations.

Essential Duties & Responsibilities

Operational Support:

- Oversee daily operations of the Common Grounds Lounge, including greeting visitors and supervising student workers.
- Support Executive Director with data collection and analysis regarding Common Grounds Lounge and other programming effectiveness.
- Support planning, coordination, and implementation of campus-wide engagement activities including recognitions of historical and cultural events.
- Schedule and coordinate student workers to provide student information sessions about Common Grounds Lounge to student groups and at other campus activities.
- Participate in required trainings and professional development.

Administrative Functions:

- Perform comprehensive clerical duties including typing, filing, copying, marketing requests, maintenance requests, scheduling, travel, invoices, and phone communications.
- Create and maintain reports, spreadsheets, and merged data using specialized software.
- Manage supply inventory and equipment ordering for Common Grounds Lounge and Executive Director needs.
- Monitor and coordinate website updates.
- Maintain events calendar and documentation.
- Process correspondence related to programming in collaboration with Marketing & Public Affairs.

Additional Duties & Responsibilities

- May be assigned special projects.

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- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Associate degree or successful completion of sixty (60) college credit courses.
- Must be organized, accurate, attentive to details, and able to master a wide range of complex tasks in a dynamic, fast paced work environment.
- Maintain professional communication and presence in all interactions.
- Demonstrate excellent interpersonal skills and ability to communicate effectively with others.
- Excellent written and oral communication skills.
- Leadership skills.
- Microsoft office skills.

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/4726063/part-time-campus-engagement-belonging-specialist>

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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



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