

Administrative Specialist, Recruitment & Outreach Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=252581>

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Posted Feb. 3, 2025, set to expire Feb. 14, 2025

Job Title	Administrative Specialist, Recruitment & Outreach
Department	
Institution	Lee College Baytown, Texas
Date Posted	Feb. 3, 2025
Application Deadline	02/14/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description	

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Administrative Specialist, Recruitment & Outreach

Salary:

Job Type: Full-Time

Job Number: FY2300543

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Position Overview

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

The Administrative Specialist plays a vital role in supporting the recruitment and outreach efforts of Lee College by ensuring efficient communication, coordination, and operational support, including but not limited to communication exchanges between advisors, counselors, students, faculty, and other Lee College staff. Reporting to the Director of Recruitment and Outreach, the Administrative Specialist will collaborate closely with the recruitment and outreach team, faculty, staff, ISD partners, and community to ensure streamlined and efficient processes.

Essential Duties & Responsibilities

Customer Service

- Serve as the first point of contact, delivering exceptional customer service while enhancing the overall experience of prospective and current students, visitors, faculty, and staff by answering inquiries, routing calls, and providing accurate information.
- Coordinate and communicate with the recruitment and outreach team and college faculty and staff regarding messages and student questions, promptly.
- Handle work orders, including housekeeping and general maintenance, ensuring completion and follow-up. Furnishes and obtains information and works to resolve issues with the director.
- Maintain a welcoming environment by greeting and assisting students and visitors, addressing frequently asked questions, and providing accurate information about office services and opportunities.

Clerical/Administrative Support

- Provide specialized administrative support to plan, organize, and execute recruitment and outreach activities, including campus tours, special events, and departmental initiatives, by collaborating with internal departments to ensure successful setup and implementation.
- Manage departmental schedules, appointments, and meetings using PeopleSoft Check-In and Microsoft Outlook.
- Prepare and manage in-house marketing orders, including digital and print materials, as requested or required.
- Oversee and maintain office inventory and ensure adequate stock levels are maintained.
- Provide clerical and administrative support to staff, including assisting with program showcasing special projects, and generating reports in PeopleSoft as requested or needed.
- Guide student workers by overseeing their daily duties and responsibilities.

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- Engage in professional development activities.

Data Entry and Operational Support

- Maintain accurate records of the institution's promotional items inventory and manage the promotional request database for timely distribution and stock level. Communicate with departments, as needed, budget and tracking of purchases.
- Develop strong relationships and work collaboratively with vendors to ensure timely delivery of all items, secure pricing, and maintain accurate budget tracking for promotional accounts.
- Keep records and track other departments' checkout and return of supplies and items.
- Maintain databases to support recruitment campaigns and collaborate with local businesses, nonprofits, and organizations to distribute marketing materials and engage target audiences.
- Oversee and track financial records to ensure accurate tracking of payments and expenditures for all budgets.
- Ensure accurate submission of all departmental and monthly travel expenses for the Recruitment and Outreach sta?.
- Maintains the Recruitment and Outreach webpage(s) with updates and relevant content.
- Provide support to the Student Ambassador program.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the director.
- Provide backup support to recruiters as needed.

Additional Duties & Responsibilities

- Strong attention to detail
- High levels of overall organization, accuracy, and time management
- Troubleshoot new office technology
- Perform other duties as assigned

Minimum Education, Experience, Knowledge, Skills & Abilities

- Associate degree
- One (1) year of related work experience
- Pro?cient computer skills (i.e., Microsoft Word, Excel, and Outlook)
- Excellent communication skills, both oral and written

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- Able to work collaboratively with faculty, administrators, and other staff members
- Able to make balanced judgments and decisions
- Able to work well with individuals from diverse backgrounds
- Able to lift twenty (20) pounds of materials
- Able to sit for long periods of time
- Requires local travel
- Must be able to cope with stressful situations calmly and professionally
- Must be available 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/4814296/administrative-specialist-recruitment-outreach>

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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