

Part-Time Senior Administrative Office Assistant -
Counseling & Testing
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=252969>

Downloaded On: Feb. 22, 2025 12:40pm

Posted Feb. 11, 2025, set to expire Jun. 10, 2025

Job Title	Part-Time Senior Administrative Office Assistant - Counseling & Testing
Department	Counseling & Testing
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Feb. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Part-Time Senior Administrative Office Assistant - Counseling & Testing

Posting Number: 70922

Position Type: Administrative/Staff

FTE: Part-time

Department: Counseling & Testing

Job Summary/Basic Function:

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Reporting to the Director of Counseling and Testing, the Counseling department part-time Senior Administrative Office Assistant works 19 hours a week in a fast-paced, multi-tasking frontline environment; performs general administrative support for the Director and counseling staff; tasks may include, but are not limited to:

- Answering and directing phone calls;
- Assisting enrolled and prospective students with test registration and general college information;
- Performing data entry, generating office correspondence and reports;
- Supporting student success initiatives for the department;
- Performing other duties of a similar nature or level as assigned.

Minimum Qualifications:

The minimum qualifications for this position are:

- High school diploma or equivalent required;
- Minimum speed of 30 words per minute on a three-minute keyboarding assessment;
- Excellent interpersonal, written, and oral communication skills;
- Possess excellent organizational skills;
- Exceptional employment or educational qualifications may be given special consideration.

Desirable Qualifications:

- Associate's degree from a regionally accredited college desirable;
- Two (2) years' experience in performing office duties and working with the public.

Physical Demands:

Able to traverse campus, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, vision, hearing, and talking.

Posting Date: 02/10/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 2/20/2025

Special Instructions to Applicants:

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1. This position requires applicants to attach the following documents: resume, cover letter, and copies of transcripts for all completed college work.
2. Applicants must include a minimum of three (3) professional references in the reference section of the application.
3. Please contact Human Resources @ 979-230-3459 to schedule a keyboarding assessment. Applicants will be expected to show proficiency on one of the following:
 1. minimum speed of 30 WPM on a three-minute keyboarding assessment.

To apply, visit <https://employment.brazosport.edu/postings/4552>

Contact Information

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

Contact

Counseling & Testing
Brazosport College

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