

Administrative Office Specialist - Student Engagement Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=253999>

Downloaded On: Mar. 10, 2025 6:37am

Posted Mar. 5, 2025, set to expire Jul. 2, 2025

Job Title	Administrative Office Specialist - Student Engagement
Department	Student Life & Intramurals
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Mar. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Student Services
Apply Online Here	https://apptrkr.com/6053176

Apply By Email

Job Description

Image not found or type unknown



Administrative Office Specialist - Student Engagement

Posting Number: 70927

Position Type: Administrative/Staff

FTE: Full-time

Department: Student Life & Intramurals

Job Summary/Basic Function:

Administrative Office Specialist - Student Engagement Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=253999>

Downloaded On: Mar. 10, 2025 6:37am

Posted Mar. 5, 2025, set to expire Jul. 2, 2025

Reports to Director, Student Engagement.

- Provides administrative support to Student Engagement, including student activities, New Student Orientation, Health and Wellness, and Student Wellness and Basic Needs;
- Prepares communications and reports;
- Supports campus programs and events;
- Maintains files and records;
- Assists faculty and students as needed;
- Coordinates travel arrangements;
- Maintains event tracking and logistics;
- Retains files and records for student organizations;
- Compiles reports and documentation for New Student Orientation;
- Produces monthly budget reports and student worker timesheets;
- Duties may include other assignments as needed

Minimum Qualifications:

The minimum qualifications of this position are:

- High school diploma or equivalent required;
- Associate's degree desired from a regionally accredited college;
- One year general office experience in performing office duties;
- Excellent interpersonal, written, and oral communication skills;
- Possesses excellent organizational skills;
- Skills that enhance one's value to the institution; exceptional employment or educational qualifications may be given special consideration.

Desirable Qualifications:

Experience in performing office duties and working with the public preferred;

Physical Demands:

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

Posting Date: 02/24/2025

Closing Date:

Open Until Filled: Yes

First Pool Date:

Administrative Office Specialist - Student Engagement Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=253999>

Downloaded On: Mar. 10, 2025 6:37am

Posted Mar. 5, 2025, set to expire Jul. 2, 2025

03/05/2025

Special Instructions to Applicants:

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. An official transcript documenting the advertised minimum education requirement, is required upon hire. If your college/university is not from a US awarding institution, you must have your education credentials evaluated by a company that is a member of the National Association of Credential Evaluation Services (NACES). Please refer to the NACES website for further information (www.naces.org).

To apply, visit <https://employment.brazosport.edu/postings/4565>

Contact Information

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

Contact

Student Life & Intramurals
Brazosport College