

## Administrative Office Specialist - Student Engagement Brazosport College

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

Downloaded On: May. 1, 2025 5:17pm

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

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

### Job Description

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### Administrative Office Specialist - Student Engagement

**Posting Number:** 70927

**Position Type:** Administrative/Staff

**FTE:** Full-time

**Department:** Student Life & Intramurals

**Job Summary/Basic Function:**

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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**

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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](http://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

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