

Administrative Specialist, TRiO Student Support Services  
Grant (REPOST)  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=255411>

Downloaded On: Apr. 5, 2025 12:09am

Posted Apr. 4, 2025, set to expire Apr. 17, 2025

<b>Job Title</b>	Administrative Specialist, TRiO Student Support Services Grant (REPOST)
<b>Department</b>	
<b>Institution</b>	Lee College Baytown, Texas
<b>Date Posted</b>	Apr. 4, 2025
<b>Application Deadline</b>	04/17/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

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**Administrative Specialist, TRiO Student Support Services Grant (REPOST)**

**Salary:** \$36,358 - \$40,913

**Job Type:** Full-Time

**Job Number:** FY2300531

**Location:** Main Campus - Baytown, TX

**Division:** Provost/Academic & Student Affairs

**Position Overview**

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Starting Salary Range is \$36,358 - \$40,913. The initial salary offer is commensurate with education and related work experience.

Responsible for daily office oversight and providing clerical support by preparing correspondence to students, maintaining student records, administering participant documents, and overseeing student record database management. Assist in the planning and organization of a comprehensive learning program for participants, including event planning, academic support services, student appointments, and cross-departmental collaboration. Help recruit new program participants. Collaborate with program staff in data collection, program planning, and report development. Represent the program at meetings, conferences, and other events on campus and in the community.

### **Essential Duties & Responsibilities**

- Perform clerical duties including typing, filing, copying, maintaining forms, scheduling appointments, answering the main office phone, and responding to questions regarding TRiO SSS program.
- Help market the SSS program and promote services through informational presentations to faculty, staff, prospective students, parents, and campus community as needed.
- Create and maintain participant files, enter participants' information into Blumen database, and compile site visit binders.
- Update social media pages.
- Design and maintain monthly event calendar.
- Create a wide variety of correspondence; edit for accuracy, appearance, readability, and style.
- Order, inventory, and organize all departmental supplies.
- Assist students with Blackboard & PeopleSoft troubleshooting.
- Assist Director with preparing and submitting departmental federal annual reports.
- Assist with coordination and administration of program activities required by the grant such as cultural activities, university visits, campus activities, and workshops for TRiO participants.

### **Additional Duties & Responsibilities**

- Answer general questions regarding college applications, financial aid, and registration.
- Maintain front area of the office, storage room area, and program inventory.
- Perform other duties as assigned.
- Assist in supervision of TRiO student workers.
- Attend campus/community events, workshops, and meetings on behalf of TRiO.

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**Minimum Education, Experience, Knowledge, Skills & Abilities**

- High School Diploma or equivalent (G.E.D)
- Six (6) months of related work experience
- Must demonstrate proficiency with computers and Microsoft Office
- Must be able to work independently and as a team member
- Must be aware of and sensitive to cultural differences
- Must provide excellent customer service
- Must be able to use technology with minimal to no supervision
- Must be able to document data collection in an accurate manner
- Demonstrate familiarity with computers and database programs: Microsoft Office (Word, Excel, PowerPoint); Blumen database.
- Knowledgeable of FAFSA and financial aid policies and procedures.
- 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/4741594/administrative-specialist-trio-student-support-services-grant-repost>

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**Contact Information**



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

**Contact**

N/A

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