

Administrative Specialist, Biology, Environmental Science,
Chemistry & Geology (REPOST)
Lee College

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Downloaded On: Apr. 26, 2025 12:56pm

Posted Apr. 25, 2025, set to expire Aug. 22, 2025

Job Title	Administrative Specialist, Biology, Environmental Science, Chemistry & Geology (REPOST)
Department	
Institution	Lee College Baytown, Texas
Date Posted	Apr. 25, 2025
Application Deadline	Open until filled
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, Biology, Environmental Science, Chemistry & Geology (REPOST)

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

Job Type: Full-Time

Job Number: FY2300534

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

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

Perform clerical duties in support of the Division Chair and full-time and adjunct instructors in the Biology, Environmental Science, Chemistry and Geology Division. Coordinate with other campus areas. Refer students to appropriate campus offices.

Essential Duties & Responsibilities

- Enter semester class schedule into the college computer network.
- Prepare faculty load list each term.
- Maintain and keep required records of division budgets, travel requests, and absences.
- Order and maintain supplies for the division members.
- Prepare purchase requisitions using the college computer purchasing and accounting system.
- Work with Business Office, Shipping & Receiving, Purchasing, etc. to resolve problems pertaining to purchase orders.
- Enter and track purchase requisitions, bookstore purchases, and print requisitions for three (3) departments.
- Keep a roster of all budget transactions for division and all departments.
- Maintain division and departmental budgets.
- Procure approvals from Division Chair, AVP, and Purchasing for credit card purchase requests from faculty.
- Reconcile credit card statements for payment for personal use and sometimes for Division Chair.
- Assist Human Resources with employment applications for adjunct instructors.
- Assist with orientation of new and adjunct faculty, as needed.
- Assist with administration of student evaluation of faculty.
- Type correspondence, syllabi, tests, outlines, and reports as required.
- Take minutes of division meetings and produce and distribute copies of minutes.
- Maintain division files.
- Access data and information in PeopleSoft; input information as requested.
- Assist with registration.
- Review website pertaining to division periodically.
- Assist in implementing state curriculum procedures, legislative mandates, and SACS requirements.
- Research information on-line.
- Track copy machine usage for faculty in Science Building and Bonner Hall.

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- Prepare statistical reports for various departments.
- Coordinate interviews for prospective division employees. Set up candidates for writing assignments. Arrange accommodations during interview process.
- Assist faculty in applying for professional development funds.
- Prepare and send bulk mailings.
- Prepare transportation tickets for field trips.
- Check on PO's and checks for faculty preceding field trips.
- Distribute student signup sheet for student travel and field trips.
- Prepare return travel monies after field trips.
- Collect completed field trip forms and distribute to AVP and Security.
- Coordinate students and their equipment as they arrive for field trips.
- Maintain log of field trip activities and participants.
- Handle paperwork for adjunct absences and subs; obtain all signatures, copy, and send to AVP. Arrange for substitute instructors.
- Keep inventory of instructor textbooks and supplemental materials.
- Interact with textbook reps concerning ordering new textbooks, new editions, etc.
- Shred test banks and instructor materials.
- Maintain division scholarship file, notify Financial Aid and the recipient of scholarships awarded, and keep scholarship forms updated.

Additional Duties & Responsibilities

- May include support of laboratories and special classrooms unique to division.
- May include support of special events or grants.
- Coordinate special events for division.
- Work with Security on opening building/rooms for students and faculty.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (G.E.D.)
- One (1) year related work experience
- Must be proficient in the use of PC's, on-line research, word processing, spreadsheet, presentations, and network-related software
- Able to work well with people

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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/4749639/administrative-specialist-biology-environmental-science-chemistry-geology-r>

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Contact Information

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

Contact

N/A

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