

Administrative Office Specialist - Center for Business and  
Industry Training  
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=257740>

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Posted Jun. 4, 2025, set to expire Oct. 1, 2025

<b>Job Title</b>	Administrative Office Specialist - Center for Business and Industry Training
<b>Department</b>	Center for Business & Industry Training (CBIT)
<b>Institution</b>	Brazosport College Lake Jackson, Texas
<b>Date Posted</b>	Jun. 4, 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
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**Job Description**

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**Administrative Office Specialist - Center for Business and Industry Training**

**Posting Number:** 70935

**Position Type:** Administrative/Staff

**FTE:** Full-time

**Department:** Center for Business & Industry Training (CBIT)

**Job Summary/Basic Function:**

This position reports to the Director, Center for Business/Industry Training. Duties and responsibilities

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include, but are not limited to:

- scheduling and coordinating computer and soft skills classes, including obtaining all information needed to schedule and administer the class, i.e. instructor, materials, and all supporting requirements; enter scheduled classes in Anthology, and Astra;
- maintaining and tracking participant information needed for class and pre-work;
- assisting with the course registration function via telephone and e-mail;
- following-up with customers concerning future training;
- keyboarding data on a computer which includes reports, correspondence, and forms;
- other duties as assigned; and
- supports the department's student success initiatives

**Minimum Qualifications:**

The minimum qualifications for this position are:

- High school diploma or equivalent required; associate's degree preferred from a regionally accredited college;
- two to five years' experience in performing office duties, database management and/or community outreach;
- minimum speed of 50 words per minute on a three-minute keyboarding assessment;
- excellent interpersonal, written, and oral communication skills;
- marketing experience is a plus;
- flexibility in working in a fast-paced environment;
- knowledge and ability to use Microsoft Office Professional Suite (word processing, spreadsheets and presentation software, etc.);
- ability to work efficiently and professionally with clients and office personnel; and
- skills that enhance one's value to the institution; exceptional employment or educational qualifications may be given special consideration;

**Desirable Qualifications:**

**Physical Demands:**

Sitting, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, vision, and talking;

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**Posting Date:** 06/03/2025

**Closing Date:**

**Open Until Filled:** Yes

**First Pool Date:** 06/13/2025

**Special Instructions to Applicants:**

To apply, visit <https://employment.brazosport.edu/postings/4595>

**Contact Information**

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

**Contact**

Center for Business & Industry Training (CBIT)  
Brazosport College

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