

Administrative Office Specialist - Mathematics and  
Sciences  
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=258130>

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Posted Jun. 11, 2025, set to expire Oct. 8, 2025

<b>Job Title</b>	Administrative Office Specialist - Mathematics and Sciences
<b>Department</b>	Mathematics & Life Sciences
<b>Institution</b>	Brazosport College Lake Jackson, Texas
<b>Date Posted</b>	Jun. 11, 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 - Mathematics and Sciences**

**Posting Number:** 70936

**Position Type:** Administrative/Staff

**FTE:** Full-time

**Department:** Mathematics & Life Sciences

**Job Summary/Basic Function:**

**Administrative Office Specialist - Mathematics and  
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- Reports to the Division Chair in Mathematics and Sciences Division;
- answers and directs email, telephone, and walk-in inquires;
- well-developed organizational and soft skills;
- computer data entry for communications, reports, syllabi, student information system, and forms; monitors budget account balances and maintains division purchasing;
- develops and maintains filing system; assists students, as well as part-time and full-time faculty;
- schedules meetings/appointments for the division chair; provides information and assistance to internal and external customers

**Minimum Qualifications:**

- High school diploma or equivalent required;
- associate's degree from a regionally accredited college desirable;
- minimum speed of 50 words per minute on a five-minute keyboarding assessment or a minimum of 70% on a production assessment exercise;
- excellent interpersonal, written, and oral communication skills; possess excellent organizational skills;
- exceptional employment or educational qualifications may be given special consideration

**LOCATION:** Position is 100% on-site presence.

**Desirable Qualifications:**

**Physical Demands:**

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

**Posting Date:** 06/10/2025

**Closing Date:**

**Open Until Filled:** Yes

**First Pool Date:** 06/20/2025

**Special Instructions to Applicants:**

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To apply, visit <https://employment.brazosport.edu/postings/4597>

**Contact Information**

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

**Contact**

Mathematics & Life Sciences  
Brazosport College

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