

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

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Posted Jul. 25, 2025, set to expire Oct. 31, 2025

Job Title	Administrative Office Specialist - Center for Business and Industry Training
Department	Center for Business & Industry Training (CBIT)
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Jul. 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 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;

Posting Date: 06/03/2025

Closing Date:

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Open Until Filled: Yes

First Pool Date: 06/13/2025

Special Instructions to Applicants:

To apply, visit <https://employment.brazosport.edu/postings/4606>

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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