

## Administrative Office Specialist - Financial Aid Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=261229>

Downloaded On: Sep. 9, 2025 4:14am

Posted Aug. 19, 2025, set to expire Oct. 31, 2025

<b>Job Title</b>	Administrative Office Specialist - Financial Aid
<b>Department</b>	Financial Aid
<b>Institution</b>	Brazosport College Lake Jackson, Texas

<b>Date Posted</b>	Aug. 19, 2025
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<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately

<b>Job Categories</b>	Classified Staff
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<b>Academic Field(s)</b>	Financial Aid
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**Job Description**

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**Administrative Office Specialist - Financial Aid**

**Posting Number:** 70942

**Position Type:** Administrative/Staff

**FTE:** Full-time

**Department:** Financial Aid

**Job Summary/Basic Function:**

- Reports to Associate Director of Financial Aid;

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- Serves as first point of contact for Financial Aid;
- Answers and directs phone calls, record maintenance, including scanning and indexing files, facilitates FAFSA completion on campus and at area FAFSA workshops;
- Processes and monitors financial aid applications, determines appropriate documents required for each student, notifies student of deficiencies in applications, scans and attaches other application documents received;
- Inputs and verifies data on each student in the Student Information System for processing at the US Department of Education, retrieves data from US Department of Education websites;
- Assists with a variety of financial aid-related responsibilities including both federal and state reports;
- Open to work a flexible schedule with alternating shifts;
- Supports Student Success initiatives for the department;

Other duties as assigned.

### **Minimum Qualifications:**

- High school diploma or equivalent required;
- Associate's degree preferred from a regionally accredited college;
- One year general office experience in performing office duties;
- 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;
- Possesses excellent organizational skills;
- Possesses skills that enhance one's value to the institution;
- Exceptional employment or educational qualifications may be given special consideration;.

**Location:** Position is 100% on-site position.

### **Desirable Qualifications:**

Associate's Degree

### **Physical Demands:**

Ability to traverse campus, standing, sitting, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, vision, hearing, and talking;

**Posting Date:** 08/15/2025

**Closing Date:**

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**Open Until Filled:** Yes

**First Pool Date:** 08/25/2025

**Special Instructions to Applicants:**

To apply, visit <https://employment.brazosport.edu/postings/4623>

**Contact Information**

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

**Contact**

Financial Aid  
Brazosport College

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