

Administrative Office Specialist - Enrollment Specialist Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=261230>

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

Job Title	Administrative Office Specialist - Enrollment Specialist
Department	Admissions & Registrar
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Aug. 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Admissions/Student Records/Registrar
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Job Description

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Administrative Office Specialist - Enrollment Specialist

Posting Number: 70941

Position Type: Administrative/Staff

FTE: Full-time

Department: Admissions & Registrar

Job Summary/Basic Function:

Brazosport College, a two-time Top 10 finalist for the Aspen Prize for Community College Excellence

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and Achieving the Dream Leader College, seeks a dynamic Administrative Office Specialist (AOS) - Enrollment Specialist to work in the Admissions and Registrar Office. This position reports to the Director, Admissions and Registrar. Job duties include, but are not limited to:

- Guides students in the application completion process;
- Checks residence status and updates student records in database;
- Registers students for credit and non-credit classes and ensures receipt of required documents and performs data analysis;
- Assists with document management and imaging, reviews student files, and maintains permanent student files;
- Provides information to internal and external customers;
- Assists with necessary correspondence, credential receipt and updates, information request responses, and general typing;
- Processes official and unofficial college transcripts;
- Assists with receipt of final semester grades;
- Performs other duties of a similar nature or level as assigned.

Minimum Qualifications:

The minimum qualifications of this position are:

- High school diploma or equivalent required;
- Associate's degree preferred from a regionally accredited college;
- One-year general office experience in performing office duties;
- Experience with Microsoft Office Suite programs, including Word, Excel, PowerPoint, and Outlook email software;
- Finalists may be required to undertake a 3-minute keyboarding assessment;
- Excellent interpersonal, written, and oral communication skills;
- Ability to professionally interact in a team environment;
- Possess excellent organizational skills;
- 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

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Desirable Qualifications:

Physical Demands:

Able to traverse campus, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, vision, hearing, and talking.

Posting Date: 08/15/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 08/25/2025

Special Instructions to Applicants:

1. This position requires applicants to attach the following documents: resume, cover letter, and copies of transcripts for all completed college work.
2. Applicants must include a minimum of three (3) professional references in the reference section of the application.
3. An official transcript documenting the advertised minimum education requirement, is required upon hire. If your college/university is not from a US awarding institution, you must have your education credentials evaluated by a company that is a member of the National Association of Credential Evaluation Services (NACES). Please refer to the NACES website for further information (www.naces.org).

To apply, visit <https://employment.brazosport.edu/postings/4624>

Contact Information

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

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Contact

Admissions & Registrar
Brazosport College

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