

Part-Time Administrative Specialist, Advising & Transfer
Programs
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=262371>

Downloaded On: Sep. 11, 2025 2:56pm

Posted Sep. 11, 2025, set to expire Sep. 16, 2025

Job Title	Part-Time Administrative Specialist, Advising & Transfer Programs
Department	
Institution	Lee College Baytown, Texas
Date Posted	Sep. 11, 2025
Application Deadline	09/16/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/6560598

Apply By Email

Job Description

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Part-Time Administrative Specialist, Advising & Transfer Programs

Salary:

Job Type: Part-Time

Job Number: FY2300614

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Position Overview

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Please note: This is an internal posting. Only current, full-time and part-time employees of Lee College may apply.

Perform clerical duties to ensure accurate exchange of communication and information between the advisors, counselors, students, faculty, and other Lee College staff; while also establishing a comfortable atmosphere for all who visit the Advising/Counseling Center.

Essential Duties & Responsibilities

- Answer a multiple-line phone to provide service and information to students and college staff.
- Greet and guide all students and other visitors to the Counseling Center.
- Manage Microsoft Outlook to schedule advisor and/or counselor appointments, meetings, etc.
- Assist with maintaining inventory of all office supplies and equipment.
- Assist with maintaining inventory of forms needed in the Advising/Counseling Center.
- Provide secretarial support to advisor/counselors and other staff.
- Fill out testing form for student and post the test fees for retesting in TSIA.
- Assist with test administration as needed (TSIA on and off campus).
- Enter placement scores into student records and charge students accordingly.
- Establish and maintain multiple databases: OnBase, PeopleSoft, Microsoft Office, and SurveyMonkey.
- Assist with New Student Orientation to include computer set ups, folder stuffing, and assist students with online registration.
- Create forms, notices, and other documents as assigned by supervisor.
- Must be available to work: Monday and Tuesday until 7:30 p.m.

Additional Duties & Responsibilities

- Assist with planning and set up for special events.
- Assist students on the computers with navigating the Lee College website and student accounts available under Logins (MyLC Campus, [@mylc](#) email, Blackboard, ApplyTexas, and campus logic).
- Troubleshoot new office technology.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

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- High School Diploma or equivalent (G.E.D.)
- Have six (6) months of related work experience
- Must have working knowledge of Microsoft Office Word and Excel programs
- Must have excellent oral and written communication skills
- Must work collaboratively with faculty, administrators, and other staff members
- Must make balanced judgments and decisions
- Must work well with individuals from different backgrounds
- Must be willing to work flexible hours, including some evenings and weekends

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/5074826/part-time-administrative-specialist-advising-transfer-programs>

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Contact Information

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

Contact

N/A

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