

Administrative Office Specialist - Community Engagement
Apprenticeship
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=262845>

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Posted Sep. 23, 2025, set to expire Oct. 31, 2025

Job Title	Administrative Office Specialist - Community Engagement Apprenticeship
Department	Community Education
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Sep. 23, 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 - Community Engagement Apprenticeship

Posting Number: 70950

Position Type: Administrative/Staff

FTE: Full-time

Department: Community Education

Job Summary/Basic Function:

This position is funded by local funds and reports to the Director of Community Engagement &

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Apprenticeship.

Job duties include, but are not limited to:

- Provides administrative support to the CEA Director and CEA staff;
- Answers and directs phone calls;
- Maintains records and files, travel coordination, and procurement of office supplies;
- Assists CEA students in completing program required forms and registers them in the college's student information system;
- Assists in preparation and execution of departmental events aimed at engaging the community;
- Prepares reports, purchase orders, correspondence, and miscellaneous items;
- Supports Student Success initiatives for the department;
- Performs other duties as assigned;

Location: Position is 100% on-site presence

Minimum Qualifications:

The minimum qualifications for this position are:

- High school diploma or equivalent required;
- Associate's degree desirable from a regionally accredited college;
- One year of general office experience preferred;
- Demonstrated keyboarding ability, bookkeeping/accounting;
- Excellent interpersonal, written, and oral communication skills;
- Possesses excellent organizational and prioritization skills;
- Knowledge and ability to use word processing and spreadsheets software (Microsoft programs - Word, Excel, etc.);
- Ability to exercise independent judgments and maintain a high level of confidentiality;
- Ability to get along with others, work under stress, and follow directions;
- Ability to work with and effectively communicate with diverse populations to include students, faculty, staff, and the public;
- Other qualities, experiences and skills that enhance one's value to the institution.

Desirable Qualifications:

Physical Demands:

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

Posting Date: 09/19/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 09/29/2025

Special Instructions to Applicants:

To apply, visit <https://employment.brazosport.edu/postings/4641>

Contact Information

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

Contact

Community Education
Brazosport College

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