

**Administrative Specialist
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=263081>

Downloaded On: Sep. 29, 2025 11:46am

Posted Sep. 29, 2025, set to expire Oct. 8, 2025

Job Title Administrative Specialist
Department Lee College Education Center - South Liberty County
Institution Lee College
Baytown, Texas

Date Posted Sep. 29, 2025

Application Deadline 10/08/2025

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 Specialist, Lee College Education Center - South Liberty County

Salary: \$40,747.20 - \$42,825

Job Type: Full-Time

Job Number: FY2300620

Location: Liberty Education Center - Liberty, TX

Division: Provost/Academic & Student Affairs

Position Overview

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Starting Salary Range is \$40,747.20 - \$42,825. The initial salary offer is commensurate with education and related work experience.

Provide administrative support for the Lee College Education Center-South Liberty County. This position is a forward-facing customer service position located at the Lee College Education Center-South Liberty County in Liberty, Texas. This role requires excellent communication, organizational, time management, problem-solving, and customer service skills for regular interaction with a wide range of students, school district and business partners.

Essential Duties & Responsibilities

- Provide administrative assistance in support of the department's financial operations, including providing or compiling data for budgets, reviewing expenditures, and conducting research to assist with profit-loss projections.
- Maintain a professional demeanor and appearance; adaptable and comfortable in a fast-paced environment where timely responses are essential.
- Perform clerical duties such as maintaining files, greeting and assisting visitors, providing information about Lee College Education Center programs, making copies, and scanning documents, etc.
- Prepare meeting agendas, take meeting minutes, and distribute them to participants.
- Prepare budget status and detailed transaction reports; monitor departmental budgets and expenditures.
- Enter and track departmental purchase requests; process account statements and credit card charges in the credit card tracking system.
- Draft and distribute internal and external correspondence; share departmental updates and reminders.
- Answer phone calls, take messages, and provide up-to-date information related to programming, events, and course offerings.
- Provide administrative support to the center staff and faculty.
- Follow safety protocols and maintain a safe working environment and respond to emergencies according to established procedures.
- Restock supplies in the student lounge and the Grab and Go food station; notify the program manager and/or service coordinator when replenishment is needed.
- Ability to work a flexible schedule as needed to support evening Hy-Flex classes, special events and Center operations (i.e. Trinity Valley Exposition, Back to School Bash, Ready Set Enroll, FAFSA nights, etc.).
- Provide Quality Service and follow the Lee College Quality Service standards: Safety, Courtesy, Well-Being, Growth, and Efficiency.

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Additional Duties & Responsibilities

- Plan, coordinate, and oversee organizational details for special events sponsored by the Center such as meetings hosted for internal and external constituents, external committees, etc.
- Order, inventory, and maintain office supplies
- Assist with events to disseminate information about the Center and its programs, (i.e., career fairs, job fairs, college and external events where we are promoting the college and the Center)
- Perform other duties as assigned

Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (G.E.D.) and at least one (1) year of related work experience
- Prior experience in administrative support and data entry
- Dependable with strong attention to detail and ability to multitask
- Able to work independently with limited supervision and collaboratively with a variety of populations/groups/teams
- Must be friendly, outgoing, and energetic, along with exceptional customer service abilities
- Excellent interpersonal and problem-solving skills
- Courteous, service-oriented, and enjoy working with a variety of people
- Ability to maintain confidentiality and exercise discretion
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint and exceptional computer skills
- Strong attention to detail and highly organized with strong record-keeping skills
- Ability to maintain effective working relations with college personnel and outside entities
- Must be able to work a flexible schedule, including evenings and weekends as needed

Preferred Qualifications:

- Able to read, write, and speak both English and Spanish

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.

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To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/5091883/administrative-specialist-lee-college-education-center-south-liberty-county>

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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

Lee College

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