

Administrative Office Specialist - Houston Endowment
Planning Grant
Brazosport College

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Posted Nov. 5, 2025, set to expire Oct. 31, 2026

Job Title	Administrative Office Specialist - Houston Endowment Planning Grant
Department	Grant Administration
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Nov. 5, 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 - Houston Endowment Planning Grant

Posting Number: 70955

Position Type: Administrative/Staff

FTE: Full-time

Department: Grant Administration

Job Summary/Basic Function:

The Administrative Office Specialist (AOS) for the Houston Endowment Planning Grant provides

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comprehensive administrative, scheduling, and documentation support to the Houston Endowment Planning Grant Project Team. This position is dedicated exclusively to the **one-year Planning Grant (November 2025-November 2026)** and plays a key role in ensuring project coordination and communication related to grant deliverables. The AOS for the Houston Endowment Planning Grant will report to the Director of Leadership and Organizational Innovation (Project Director). Job duties include, but are not limited to:

- Maintains project calendars, schedules meetings, and coordinates appointments for the Director of Leadership and Organizational Innovation, Project Team, and Stakeholders;
- assists with tracking deadlines and deliverables aligned to the Houston Endowment grant timeline.
- Prepares correspondence, meeting agendas, minutes, spreadsheets, and summary reports; assists with assembling and formatting data for quarterly and final reports.
- Supports data entry and maintenance of project files, consultant reports, and Excel tracking systems; assists in organizing grant documentation in accordance with college and grant audit requirements.
- Serves as the first point of contact for internal and external partners; manages logistics for planning sessions, focus groups, and consultant meetings.
- Assists with requisitions, purchase orders, travel authorizations, and other documentation required to maintain compliance with college and Houston Endowment guidelines.
- Performs routine clerical functions, including answering phones, distributing mail, and maintaining electronic and physical filing systems for the project.

Minimum Qualifications:

The minimum qualifications for this position are:

- High school diploma or equivalent (GED) required. Associate's degree preferred.
- Minimum of three (3) years of progressively responsible office or administrative experience; experience supporting grant-funded projects or executive offices preferred.
- Advanced proficiency in Microsoft Excel (data tracking, formulas, charts) and Microsoft Outlook (calendar and meeting coordination).
- Strong command of Microsoft Word and Teams; familiarity with Adobe Acrobat and shared drives
- Excellent organizational and time-management skills, with the ability to handle multiple priorities and strict deadlines
- Demonstrated ability to maintain confidentiality, accuracy, and professionalism when managing sensitive data and communication.

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Location: Position is 100% on- site presence

Desirable Qualifications:

Physical Demands:

Able to traverse campus; vision, hearing, talking, lifting, carrying, fine dexterity, handling, foot control; and ability to drive to off campus locations as needed.

Posting Date: 10/20/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 10/30/2025

Special Instructions to Applicants:

It is a requirement for an official transcript, (not a copy), documenting the minimum degree requirements be sent directly from the issuing institution to the attention of Human Resources at Brazosport College, 500 College Dr., Lake Jackson, TX 77566.

Applicants should attach a letter of interest, copies of official transcript(s), and resume or curriculum vitae.

To apply, visit <https://employment.brazosport.edu/postings/4652>

Contact Information

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

Contact

Grant Administration
Brazosport College

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