

Part-Time Administrative Office Specialist - Assistant VP
Student Success
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=268673>

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Posted Nov. 24, 2025, set to expire Oct. 31, 2026

Job Title	Part-Time Administrative Office Specialist - Assistant VP Student Success
Department	Administrative/Staff
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Nov. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Part-Time Administrative Office Specialist - Assistant VP Student Success

Posting Number: 70959

Position Type: Administrative/Staff

FTE: Part-time

Department: College Advancement

Job Summary/Basic Function:

**Part-Time Administrative Office Specialist - Assistant VP
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- Assists visitors and answers the telephone in the administrative area for the president, SVP, VPs, and AVPs
- Keyboards data on computer including inter- and intra-office communications, reports, and requests to the Board of Regents, President, staff, students, and business/industry.
- Provide backup support across divisions as needed.
- Other duties include:
 - scheduling meetings and appointments for the AVP,
 - assists in preparing instructions and procedures for distribution to other administrative office specialists for completing college-wide tasks;
 - make travel arrangements;
 - monitors account balances in AVP's area of supervision
 - initiates budget transfers as needed,
 - maintains filing system;
 - orders departmental supplies
- creates, reviews, and prepares various items for printing and signatures.
- Performs other duties of a similar nature or level as assigned.

Minimum Qualifications:

The minimum qualifications for this position are:

- High school diploma or equivalent required; associate's degree in Office Administration desired from a regionally accredited college.
- One year general office experience in performing office duties; three years desired.
- Experience with Microsoft Office Suite programs, Adobe Pro, and database systems, especially those used by the College.
- Excellent interpersonal, written, and oral communication skills.
- Possesses excellent organizational skills and skills that enhance one's value to the institution; exceptional employment or educational qualifications may be given special consideration.

Desirable Qualifications:

Physical Demands:

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

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11/18/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 11/28/2025

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.

To apply, visit <https://employment.brazosport.edu/postings/4662>

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Contact Information

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

Contact

Administrative/Staff
Brazosport College

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