

**Administrative Specialist
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=269005>

Downloaded On: Dec. 4, 2025 5:27pm

Posted Dec. 4, 2025, set to expire Dec. 8, 2025

Job Title Administrative Specialist
Department Marketing & Public Affairs
Institution Lee College
Baytown, Texas

Date Posted Dec. 4, 2025

Application Deadline 12/08/2025

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, Marketing & Public Affairs

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

Job Type: Full-Time

Job Number: FY2300632

Location: Main Campus - Baytown, TX

Division: President's Office

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.

This role is designed for a motivated, detail-oriented professional who loves organization, problem-solving, and creativity. The Administrative Specialist serves as an integral member of the Marketing and Public Affairs team and provides daily operational leadership to Navigator Press. This individual will manage administrative tasks, financial and budget processes, and support the executive director and MPA team administratively. The position offers opportunities to exercise creativity through involvement with social media, promotional campaigns, and print and digital collateral.

Essential Duties & Responsibilities

Administrative and Marketing Duties:

- **Administrative Coordination:** Maintain department calendars, schedule meetings, take meeting notes, and track deadlines, make travel arrangements for MPA team members. Support the executive director with project management tasks.
- **Financial Support:** reconcile department credit card transactions, prepare purchase orders and track invoices, assist managers with monitoring department budgets using enterprise software, assist with vendor contracts and payment follow-up.
- **Campaign Support:** Assist with planning and execution of marketing campaigns, including preparing collateral, ordering giveaways, proofing materials, and coordinating with internal stakeholders.

Navigator Press Responsibilities:

- Greet and assist faculty, staff, and students placing orders, enter and track print jobs, ensuring timely completion and quality standards.
- Manage the processes intentionally to expand services and capacity.
- Assist when needed with finishing processes (binding, cutting, laminating), monitor inventory and reorder supplies as needed.
- Learn basic print production and equipment troubleshooting (training provided).
- Serve as back-up to Print Shop Manager in their absence.
- Ensure excellent customer service and positive representation of Navigator Press.

Additional Duties & Responsibilities

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- On-campus position with some workdays split between the Navigator Press shop floor and the Marketing office.

Minimum Education, Experience, Knowledge, Skills & Abilities

- High school diploma or equivalent (G.E.D.).
- One (1) year of related work experience.
- Demonstrated experience with administrative, clerical, or customer service work.
- Strong organizational and problem-solving skills with high attention to detail.
- Excellent communication skills - written, verbal, and interpersonal.
- Comfort with learning enterprise software systems (for budget, purchasing, and job tracking).
- Basic computer proficiency (Microsoft Office, Google Workspace).
- Collaborative: Enjoys working on a team and helping colleagues succeed.
- Creative: Brings ideas to marketing campaigns and finds fresh ways to tell stories.
- Resourceful: Willing to learn, problem-solve, and manage multiple priorities.
- Customer-Focused: Friendly and service-oriented, making the Marketing office and Navigator Press a welcoming space.
- Some standing, lifting (paper boxes up to ~30 lbs), and walking required.
- Standard weekday hours, with occasional early/late hours during major campaigns or events.

Preferred:

- Associate's (or higher) degree
- Experience supporting a marketing or communications function.
- Knowledge of social media platforms and content creation best practices.
- Familiarity with graphic design software (Adobe InDesign, Photoshop, Canva).
- Exposure to printing, publishing, or production environments.
- Interest in storytelling, photography, or video production.

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/5138913/administrative-specialist-marketing-public-affairs>

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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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