

Administrative Office Specialist - Student Engagement Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=248981>

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Posted Nov. 18, 2024, set to expire Mar. 6, 2025

Job Title	Administrative Office Specialist - Student Engagement
Department	Student Life & Intramurals
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Nov. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description

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Administrative Office Specialist - Student Engagement

Posting Number: 70900

Position Type: Administrative/Staff

FTE: Full-time

Department: Student Life & Intramurals

Job Summary/Basic Function:

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Reports to Director, Student Engagement.

- Provides administrative support to Student Engagement, including student activities, New Student Orientation, Health and Wellness, and Student Wellness and Basic Needs;
- Prepares communications and reports;
- Supports campus programs and events;
- Maintains files and records;
- Assists faculty and students as needed;
- Coordinates travel arrangements;
- Maintains event tracking and logistics;
- Retains files and records for student organizations;
- Compiles reports and documentation for New Student Orientation;
- Produces monthly budget reports and student worker timesheets;
- Duties may include other assignments as needed

Minimum Qualifications:

The minimum qualifications of this position are:

- High school diploma or equivalent required;
- Associate's degree desired from a regionally accredited college;
- One year general office experience in performing office duties;
- Excellent interpersonal, written, and oral communication skills;
- Possesses excellent organizational skills;
- Skills that enhance one's value to the institution; exceptional employment or educational qualifications may be given special consideration.

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Desirable Qualifications:

Experience in performing office duties and working with the public preferred;

Physical Demands:

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

Posting Date: 10/01/2024

Closing Date:

Open Until Filled: Yes

First Pool Date: 10/11/2024

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.
3. An official transcript documenting the advertised minimum education requirement, is required upon hire. If your college/university is not from a US awarding institution, you must have your education credentials evaluated by a company that is a member of the National Association of Credential Evaluation Services (NACES). Please refer to the NACES website for further information (www.naces.org).

To apply, visit <https://employment.brazosport.edu/postings/4494>

Contact Information

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

Contact

Student Life & Intramurals



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