

Senior Administrative Office Assistant - Dow Academic  
Center  
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=253019>

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Posted Feb. 12, 2025, set to expire Jun. 11, 2025

<b>Job Title</b>	Senior Administrative Office Assistant - Dow Academic Center
<b>Department</b>	Dow Academic Center
<b>Institution</b>	Brazosport College Lake Jackson, Texas
<b>Date Posted</b>	Feb. 12, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administration - Other
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**Job Description**

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**Senior Administrative Office Assistant - Dow Academic Center**

**Posting Number:** 70924

**Position Type:** Administrative/Staff

**FTE:** Full-time

**Department:** Dow Academic Center

**Job Summary/Basic Function:**

Reports to the Vice President of Industry and Community Resources; Responsible for all facets of



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event management services for internal and external customers utilizing the space in the Dow Academic Center for conferences, meetings, banquets, lectures and other special events; Makes procedural operating decisions based on independent judgement, knowledge of applicable College policies and procedures, and coordination with other event support; Provides detailed facility diagrams with Room Viewer; Arranges for audio, visual, and other support services including maintenance, security, catering, etc.; Accessible for evening/weekend events managed by the Dow Academic Center; Trains team members for extended hour event management; Interacts with the public by showing facility, negotiating fees and contracts according to College guidelines; Develops and manages facility budget, invoices, processes payments, and coordinates billing of clients with the BC Business Office.

**Minimum Qualifications:**

High school diploma or equivalent required; Minimum of two (2) years event coordination experience **and** three (3) years of general office experience (Experience must demonstrate leadership and communication skills); Strong customer service skills required; minimum speed of 50 words per minute on a five-minute keyboarding assessment or a minimum of 70% on a production assessment exercise excellent interpersonal, written, and oral communication skills; possess excellent organizational skills; other qualities, experiences and skills that enhance one's value to the institution.

**Desirable Qualifications:**

**Physical Demands:**

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

**Posting Date:** 01/17/2025

**Closing Date:**

**Open Until Filled:** Yes

**First Pool Date:** 01/27/2025

**Special Instructions to Applicants:**

To apply, visit <https://employment.brazosport.edu/postings/4557>



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**Contact Information**

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

**Contact**

Dow Academic Center  
Brazosport College

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