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**Texas Board of Professional Geoscientists  
Job Posting – Austin Headquarters**

**Administrative Program Specialist  
\$43,000 - \$48,000/yr.**

**Posting No: 25-010**

**Closing Date: Until Filled**

**Job Description**

The Texas Board of Professional Geoscientists is seeking a motivated team member who enjoys assisting others, is results oriented, thrives as a valuable member of a small team, shows initiative, and is a quick learner to join our Operations team. This position will perform a variety of administrative support duties, including:

- Administrative support related to agency's licensing and compliance business including data input, database management, file maintenance, research, and responding to customer service inquiries.
- Processing agency mail, payments, applications and requests for information.
- Processing and evaluating license related applications, compliance reviews, complaint documents, board meeting materials and other related duties.
- Assisting with records management, inventory control, supply management, and other key administrative tasks as needed.
- Demonstrating a spirit of teamwork with co-workers, board members and customers.
- Participating in business improvement, planning, development and implementation.

**Minimum Requirements**

Graduation from an accredited four-year college or university preferred (not required). At least 2 years administrative support experience. Education and experience may substitute for one another on a year for year basis. Proficiency in the use of a personal computer, general office equipment, and related Microsoft Office software applications. Desire to work in a successful small team/office environment that requires active participation, accountability, and dependability.

**For More Details and Application Instructions, visit:**

**[www.tbpg.state.tx.us/employment/](http://www.tbpg.state.tx.us/employment/)**