

JOB INFORMATION

Effective Date	12/23/2022
Job Code:	4544
Job Title:	Web Assistant
Salary Grade/Structure:	160 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	The Web Assistant will facilitate the content and structure of the Environmental Institute of Houston (EIH) web site, including creating publicity materials, and assisting in the development of new technology endeavors to improve EIH department needs and outreach. Will provide administrative support for EIH activities as needed.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Associate's Degree	60 hours of college level coursework in science (Biology/Environmental Science and or Computer Science or Marketing).	Required	
Bachelor's Degree	Degree in Biology, Ecology, Environmental Science, Web Design, Marketing, or a related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum one year of experience in Web design, bookkeeping, MS office software, Adobe Creative Suite.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Valid Drivers License	Upon Hire	Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of website design and social media strategies.	Proficient
• Knowledge of graphic design principals.	Skilled
• Knowledge of PeopleSoft Finance procedures.	Skilled
• Effective oral and written communication skills.	Skilled
• Skills in Microsoft Office, specifically Word, Excel, and PowerPoint.	Skilled
• Skills in Adobe Creative Suite, specifically Premiere Pro, Photoshop, and Illustrator.	Skilled
• Ability to prioritize assignments and meet deadlines.	Skilled
• Ability to work independently with minimal supervision.	Skilled
• Ability to learn new software technologies.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Designs and maintains department website and coordinates with university web developers.	50%
• Administrative Support including expense reports, travel authorizations, purchase orders, reimbursements, etc.	30%
• Create and distribute publicity materials and support technological needs of EIH programs (e.g., virtual meetings, electronic materials, newsletters, etc.)	15%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description