

JOB INFORMATION

| | |
|-------------------------|---|
| Effective Date | 9/2/2022 |
| Job Code: | 5032 |
| Job Title: | Administrative Assistant I |
| Salary Grade/Structure: | 110 - Support Staff |
| Career Level Name: | S1 - Entry Support |
| FLSA Name: | Non-Exempt |
| EEO Code: | 40-Clerical and Secretarial |
| Job Function: | Administrative Support |
| Job Family: | Admin Support |
| Job Summary | The Administrative Assistant I is responsible for entry level administrative and secretarial support to an area, staff, and/ or faculty. Work involves disseminating information, routine business operations, coordinating activities, and assisting with customer oriented services like managing front desk and greeting customers. Works under minimal supervision. |

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 | |
|----------------------------|---------------------------|---------------------|--|
| High School Diploma or GED | or GED in General Studies | Required | |

Work Experience

| Experience | Experience Details | Required/ Preferred | |
|-----------------|---|---------------------|--|
| Less than 3 yrs | Minimum of one year of office or administrative support experience. | Required | |

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Preferred | |
|-------------------------|--------------------------------|------------|---------------------|--|
| | N/A | Upon Hire | | |

Knowledge, Skills and Abilities

| KSAs | Proficiency |
|------|-------------|
| | |

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Preferred |
|-------------------------|---|------------|--------------------|
| • | Competent oral and written communication skills. | | Basic |
| • | Strong interpersonal communication skills. | | Basic |
| • | Knowledge of Microsoft Suite (Word, Excel, Access, etc.). | | Basic |
| • | Knowledge of spreadsheets, databases, and presentation software. | | Basic |
| • | Ability to complete assignments on time and handle interruptions. | | Basic |
| • | Ability to maintain confidentiality. | | Basic |

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

| Essential Function | % TIME |
|--|--------|
| <ul style="list-style-type: none"> Responsible for daily office duties such as answering phones, taking messages, greeting customers, data entry, filing, faxing, copying, ordering and maintaining inventory of office supplies and general daily office duties including: <ul style="list-style-type: none"> Assisting with scheduling meeting rooms, events, parking and catering. Processing and distributing mail. Submitting voucher requests for reimbursements for travel, meals, and other purchases. Supporting the coordination of special events, meetings, and/or projects. Interacting with students, clients, faculty, staff, and administration Assisting with the preparation of letters, correspondence, and memos. Creating and and maintaining files and other confidential information. Performing additional duties/responsibilities as assigned | 100% |

PRE-EMPLOYMENT

| | |
|--------------------------|-----|
| MVR: | No |
| 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 | |
| Lifting | | X | | | | |
| Carrying | | X | | | | |
| Pushing | | X | | | | |

Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| 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 |
|------------------|-------------------|
| 0% | |