

JOB INFORMATION

Effective Date	5/11/2021
Job Code:	5034
Job Title:	Administrative Assistant III
Salary Grade/Structure:	150 - Support Staff
Career Level Name:	S3 - Senior Support
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	The Administrative Assistant III is responsible for providing an advanced level of administrative and secretarial support to a department head, staff, and/or faculty. Work involves maintaining and disseminating information, complex business operations, coordinating activities, payroll processes, and assisting with customer oriented services. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

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	
Some	Minimum of 5 years in office or administrative support experience.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	N/A			

Knowledge, Skills and Abilities

KSAs	Proficiency

Licenses and Certifications

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

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Provides general office support and serves as a resource for the resolution of any administrative matters.	30%
• Assists with the scheduling of rooms for meetings, events, parking, and catering.	10%
• Submits voucher requests for reimbursements for travel, meals, and other purchases. May have cash handling responsibilities and process deposits.	15%
• Assists with the coordination of special events, meetings, and/or projects.	10%
• Interacts with students, clients, faculty, staff, and administration.	5%
• Prepares documents such as reports, correspondence, and proposals.	10%
• May maintain supply inventory.	5%
• Performs general payroll and accounting functions for a small department or unit. Serves as P-Card holder.	10%
• Other related duties as assigned.	5%

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				

Physical Demands

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