

JOB INFORMATION

Effective Date	6/11/2021
Job Code:	5119
Job Title:	Department Assistant I
Salary Grade/Structure:	130 - Support Staff
Career Level Name:	S1 - Entry Support
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Business Affairs
Job Summary	Under direct supervision, the Department Assistant I is responsible for providing a variety of moderately complex administrative, clerical, and financial support to multiple areas or departments. Work typically involves processing travel documentation, accounting/budgetary related responsibilities and assisting with the coordination of events and programs.

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	previous administrative support experience	Required	

Licenses and Certifications

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

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> MS Office skills (Word, Excel, Access, and PowerPoint) 	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Highly organized and detail-oriented.	
• Effective verbal and written communication skills	
• Detail-oriented, strong follow-through skills	
• Ability to provide excellent internal and external customer service	
• Effective time management skills with an ability to prioritize tasks	

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> • Provides back-up coverage for reception desk. • Assists with the maintenance of databases and spreadsheets. • Prepares accounting documents including vouchers, purchase requests, and travel related paperwork. • Reviews P-Card purchases and reconciles expense reports. Maintains the assigned budget. • May assist in training student workers. • Provides support for special events and programs. • Creates and prepares materials like documents, handouts, and brochures. • Performs other duties as assigned. 	100%

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	
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