

JOB INFORMATION

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|-------------------------|---|
| Effective Date | 7/1/2022 |
| Job Code: | 3092 |
| Job Title: | Program Assitant |
| Salary Grade/Structure: | 030 - Admin-Professional |
| Career Level Name: | P1 - Entry Professional |
| FLSA Name: | Exempt |
| EEO Code: | 10-Exec, Admin, Mgmt |
| Job Function: | |
| Job Family: | |
| Job Summary | The Program Assistant is responsible for providing a variety of senior level administrative, personnel processes, and financial support for the grant program. This can include tracking expenditures, reconciling monthly accounting reports, hiring personnel and data entry into an automated system. The Program Assistant is responsible for updating and maintaining grant databases and assisting in the preparation of recurring reports. Duties would also require other clerical tasks and assisting the grant program director. Funding for this position comes from a Department of Education grant funded for the 2021-2022 academic year potentially being funded through 2027. |

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 | Degree in Science, Business Administration | Required | |
| Bachelor's Degree | Degree in STEM, Education, Counseling, Sociology, or Psychology. | Preferred | |

Work Experience

| Experience | Experience Details | Required/Preferred | |
|-----------------|--|--------------------|--|
| Less than 3 yrs | Experience in student programing, word processing, and spreadsheets. | Required | |
| Some | Three years of experience in higher education. | Preferred | |
| Some | Bilingual with ability to read and write Spanish and English. | Preferred | |

Licenses and Certifications

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

Knowledge, Skills and Abilities

| KSAs | Proficiency |
|--|-------------|
| • Knowledge of cultural awareness and understanding. | Skilled |
| • Understanding of higher education environment. | Basic |
| • Knowledge of preparing and interpreting reports and data. | Basic |
| • Skills in Word, Excel, PowerPoint, and SharePoint. | Proficient |
| • Skills in PeopleSoft; EAB/Navigate. | Basic |
| • Skills in a variety of social media. | Basic |
| • Ability to organize and prioritize work, collaborate with others, teamwork, and planning. | Proficient |
| • Ability to use oral/written communication with an attention to detail. | Proficient |
| • Aptitude for critical thinking, problem solving, listening skills, and must be flexible. | Proficient |
| • Ability to handle interruptions, prioritizes assignments, meet deadlines, maintain confidentiality, and work with minimal supervision. | Skilled |

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

| Essential Function | % TIME |
|--|--------|
| • Performs and oversees general payroll, personnel, and accounting functions for the grant program. Prepares payroll documents such as electronic Personnel Action Request Forms (ePARs) and Position Request Forms (ePRFs). | 25% |
| • Provides general office support and serves as a resource for the resolution of any administrative matters. | 10% |
| • Prepares and processes all accounting documents including vouchers, purchase requests, and travel related paperwork. Reconciles monthly grant accounts. Oversees cost centers and maintains current budget information. Preparation and production of administrative and financial reports that require collaboration with other departments, compiling data from PeopleSoft Finance and HR. | 20% |
| • Submits voucher requests for reimbursements for travel, supplies, and other purchases. | 5% |
| • Assists with the maintenance of databases and spreadsheets. | 5% |
| • Creates, updates, and maintains departmental databases/websites and prepare recurring reports. Creates and prepares presentations, agendas, packets, and take minutes for meetings and events. | 15% |
| • Processes HR electronic form requests that pertain to job and position data. | 5% |
| • Assists with the logistics of coordination and implementation of special events, projects, and programs. | 5% |
| • Assists program director with student training and other duties. | 5% |
| • Other related duties as assigned. | 5% |

PRE-EMPLOYMENT

| | |
|-------------------|-----|
| MVR: | No |
| Criminal History: | Yes |
| Physical Exam: | No |
| Hearing Exam: | No |

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|--------------------------|----|
| 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 | | | | |
| 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 |
|------------------|-------------------|
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