

# University of Houston – Clear Lake

## Position Description

Job Title: **Program Assistant**

Job Code: **3092**

Pay Grade: **010**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Associate's degree or college level course work.	Bachelor's degree.
Experience	Three years in administrative office support. Experience working within university environment.	Experience working with diverse populations with in the university setting.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The incumbent plans and implements programs and events and provides administrative assistance to their specific program. The four main areas of responsibilities may include programming, budgets, communications, and general office management. Programming may include: developing, planning, and implementing events, including logistical arrangements. Budgetary responsibilities may include: account reconciliation, departmental purchasing, vouchers, and payroll related functions. Communications functions may include: maintaining website, assisting with the development, writing, and publication of office newsletters and resource materials. Office management responsibilities may include maintaining equipment contracts, completing institutional forms and paperwork, mailings, and filing. The incumbent will perform other duties as assigned.

### Duties and responsibilities

### % Time

Responsible for assisting in developing, planning, implementing events, including logistical arrangements, such as development programs and other training events for faculty and staff in order to enhance and promote program development.	50
Budgetary responsibilities may include: account reconciliation, departmental purchasing, vouchers, and payroll related functions (i.e.: timesheets).	20
Communications functions may include: maintaining website, assisting with the development, writing, and publication of office newsletters and resource materials.	20
Office management responsibilities include maintaining equipment contracts, completing institutional forms and paperwork, mailings, and filing. Other duties as needed and assigned	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*