

University of Houston – Clear Lake

Position Description

Job Title: **Administrative Assistant**

Job Code: **2903**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	H. S. diploma	Some college preferred
Experience	Five to seven years in academic/administrative environment	University experience desirable
License/Certification		TESA certification desirable

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

POSITION SUMMARY

Serves as Executive Secretary, including staff support, coordination of calendar and travel schedule, review and screening of mail related to calendar items, and drafting of routine correspondence related to events and calendar items. Returns routine phone calls and requests for appointments. Develops, organizes and prioritizes information in preparation for meetings, special projects and reports. Coordinates communication with staff and executives; and UHS Office of the Chancellor. Creates and produces special presentations and information such as agendas, packets, overheads; coordinates completion of routine and special projects as assigned, and compiles various types of data as needed. Communicates and collaborates with work team to provide office coverage and support as needed. Uses discretion and maintains confidentiality. Supervises and oversees work schedules and job assignments for workstudy students in the office. Performs other duties as assigned.

Duties and responsibilities

% Time

Responsible for coordinating the calendar, including appointments with internal and external constituents including staff, university administrators, alumni, students, Board of Regents, government officials and community leaders. Coordinate travel arrangements, both domestic and international. Screens telephone calls for the President and prioritizes calendar event mail.	45
Supervises and oversees work schedules and job assignments for workstudy students in the office. Creates briefing sheet form and calendar requests for attendance or participation in internal and external events and creates other forms for Board Room reservations, etc. Works closely with staff on a regular basis to foster effective communication and project management between departments. Serves as UHCL representative for variety of internal and external events and activities as needed or requested. Provides support in carrying out responsibilities and performs other duties as needed and/or requested.	20
Provides executive staff support. Drafts internal and external correspondences related to meetings and events. Prepares and gathers information for use in discussions and meetings with internal and external constituents.	15
Serves as team leader of the IMAT (Information Management Assistance Team) including coordination of the office's mailing system, filing system, electronic rolodex system and maintaining an inventory of office supplies.	10
Initiates special projects as needs arise and is accountable for project completion. Employs	10

independent judgement in determining the means for completing a project. Projects may include office procedures, forms and services

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