

University of Houston – Clear Lake

Position Description

Job Title: **Administrative Secretary**

Job Code: **5025**

Pay Grade: **130**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Five years secretarial or administrative experience.	Experience with Microsoft Word, Access, Excel and Publishing. Related experience in a higher education environment and/or state agency.
License/Certification		

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

POSITION SUMMARY

Performs complex secretarial duties for a large department, division or school. Clear, precise and effective oral and written communication. Excellent interpersonal and organizational skills. Ability to handle interruptions, prioritize work, meet deadlines, and maintain integrity and confidentiality of student records. Sensitivity to cultural differences of diverse student population. Possess strong attention to detail and be flexible to meet the needs of students and peak work flow periods. Ability to work well with faculty and employers.

Duties and responsibilities	% Time
Resolves moderately complex problems from general public and university community according to policies and procedures.	
Performs secretarial duties for a senior administrator such as maintaining calendar, making travel arrangements, responding to routine correspondence, and typing/editing correspondence and/or reports.	
Prepares minutes and schedules meetings for a university committee(s) or sub-committee(s).	
Assists with preparation of significant reports and presentations such as component analysis and budget documents.	
Assists with payroll/personnel and accounting functions.	
Assigns work and/or trains clerical staff within a department, division or school.	
Other related duties as assigned.	

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

Testing Requirements: Spelling, grammar, typing, Microsoft Word and Excel.