

University of Houston – Clear Lake

Position Description

Job Title: **Office Assistant**

Job Code: **5109**

Pay Grade: **130**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Three years clerical/office support experience. Proficient computer skills to include two years word processing, and one year spreadsheets and/or databases.	Experience supporting a sophisticated technology environment. Accounting experience.
License/Certification		

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

POSITION SUMMARY

This position will provide a variety of moderately complex administrative assistance to department personnel, as well as serve as receptionist for the Administrative Office. Reception, typing, filing, telephones, coordinating timesheets, vouchers, purchase requests, travel, and general office duties such as mail runs, photocopying, errands, etc. Other related duties as assigned.

Duties and responsibilities	% Time
Provide support administrative projects and general office duties: Receptionist for Administrative Office. General administration assistance (e.g., new employee file set-up, time sheets, receiving, purchase requests, vouchers, travel, and other accounting documents). Secretarial - including copying, filing, faxing, word processing, preparing and maintaining spreadsheets, meeting notes, and calendar assistance. Daily mail runs. Organize and maintain office supplies for the department. Oversee and maintain photocopy paper supply for the Admin department including the copy room and printer room. Database entry and reports (e.g., projects, personnel). Oversee student workers cooperatively with Sr. Business Assistant. Other miscellaneous office roles and functions as needed.	90
Performs other related duties as assigned.	10

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