

# University of Houston – Clear Lake

## Position Description

Job Title: **Senior Staff Assistant**

Job Code: **5530**

Pay Grade: **150**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

#### REQUIRED

#### PREFERRED

Education	High school diploma or GED.	
Experience	Three years advanced secretarial or related office experience.	Strong computer skills, both in hardware and software applications, particularly Office Suite and donor databases (i.e. the Advance system). May prefer related experience in a higher education environment and/or state agency, experience supporting multiple personnel at one time and PeopleSoft experience.
License/Certification		

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

### POSITION SUMMARY

**Performs advanced secretarial and administrative duties in support of a major department and/or division by applying advanced PC skills. Ability to independently organize work, budget time, and communicate effectively both verbally and in writing. High degree of initiative and self-motivation, creativity and resourcefulness. Strong decision-making, organizational and multi-tasking skills. Versatile with strong interpersonal skills and ability to work with diverse personalities and temperaments. Flexible in responding to changing priorities and urgent situations. Use independent judgment, discretion and maintain confidentiality.**

### Duties and responsibilities

### % Time

Produces ad-hoc and recurring reports including reports required by governmental authorities.	
Independently researches and compiles data to produce required reports.	
Interacts with governmental authorities or other universities and community contacts on behalf of supervisor and/or to request information.	
Manages massive databases and files for significant programs of the university.	
Performs advanced PC calculations and produces statistical reports.	
Produces graphics and/or desktop publishing documents.	
Develops PC programs to automate work and trains clerical staff to use programs.	
Distributing mail and ordering office supplies.	

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

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