

# University of Houston – Clear Lake

## Position Description

Job Title: **Staff Assistant**

Job Code: **5526**

Pay Grade: **130**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Two years advanced secretarial or other related office experience. Strong computer skills to include word processing & spreadsheets.	Experience with Microsoft Word, Access and Excel.
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. Analytical ability to extract data and design reports. Ability to exercise discretion and independent judgment. Must have clear, precise, and effective oral and written communication skills. Excellent interpersonal skills which demonstrate a service-oriented attitude. Self-starter with strong organizational skills. Ability to prioritize tasks, handle interruptions, meet deadlines, 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.	
Performs related secretarial duties.	

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

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