

University of Houston – Clear Lake

Position Description

Job Title: **Web Assistant**

Job Code: **4544**

Pay Grade: **130**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Sixty hours of college level coursework.	Bachelor's degree.
Experience	Web design, bookkeeping, MS office software.	
License/Certification		

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

POSITION SUMMARY

The web assistant will facilitate the daily functioning of the department, including recordkeeping, scheduling, bookkeeping, maintaining the website, coordinating online tutoring activities, creating some publicity materials, and assisting in the development of new technology endeavors to improve services. He/she should be proactive, dependable, detail-oriented, and able to work with limited supervision. He/she must also be able to communicate well with directors, tutors, receptionists, clients, and other members of the university community and the public.

Duties and responsibilities	% Time
Oversees scheduling and functioning of online tutoring services. Creates publicity materials as requested. Maintains departmental database and online scheduler, including generating some reports, tracking statistics, and communicating with the database provider. General filing, copying, and recordkeeping. Maintain computer equipment.	45
Reconciles two cost centers on a monthly basis. Logs expenses and revenues into spreadsheets already established in Accounts on Admin Files) for reconciling purposes. Prepares spreadsheets (already established in folder in Accounts on Admin Files) and PAR's for bi-weekly student workers and monthly tutors three times per year. Attends staff development meetings as required. Reconciles salary & wages, leave accrual/use and vacation accrual/use on spreadsheets in Accounts on Admin Files folder. Processes timesheets by verifying and entering data into spreadsheet. Distributes checks. Produces vouchers and requisitions in PeopleSoft for department needs. Inventories and orders or purchases offices supplies as needed. Other duties as assigned including coordinating the vendors contracts and schedules. Trains and supervises receptionists.	35
Designs and maintains department website and coordinates with university web developers.	20

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