**Job Description**

The primary accountabilities below are intended to describe the general nature and level of work being performed.

**Job Title:** Department Assistant II  
**Job Code:** 5120  
**Job Family:** Administrative Services  
**Job Sub Family:** Administrative Support

**Position Details**

<table>
<thead>
<tr>
<th>Job Grade:</th>
<th>15</th>
<th>FLSA Classification:</th>
<th>NonExempt-Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Plan:</td>
<td>Support Staff</td>
<td>Retirement Program:</td>
<td>TRS</td>
</tr>
<tr>
<td>Supervisory Duties:</td>
<td>No</td>
<td>Campus Security Authority:</td>
<td>Yes</td>
</tr>
<tr>
<td>Career Ladder:</td>
<td>Pre-Defined</td>
<td>Priority Category:</td>
<td>Essential</td>
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</tbody>
</table>

**Summary**

The Department Assistant II is responsible for providing a variety of advanced administrative, clerical, and financial support to an area or department. Work involves processing travel documentation, accounting/budgetary related issues, and overseeing the coordination of events and programs. May provide coverage for the front desk.

**Qualifications**

<table>
<thead>
<tr>
<th>Required Education</th>
<th>High School Diploma or GED</th>
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<tbody>
<tr>
<td>Required Experience</td>
<td>Minimum of 5 years in business or clerical experience.</td>
</tr>
<tr>
<td>License/Certification</td>
<td>None</td>
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<tr>
<td>Background Check*</td>
<td>Yes</td>
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</tbody>
</table>

*Criminal History Background Checks are required for all employment types.
Essential Job Duties

Responsible for providing general administrative support to an area or department.

Oversees reception desk operations.

Prepares and processes all accounting documents including vouchers, purchase requests, and travel related paperwork. Reconciles monthly departmental accounts.

Develops and maintain departmental databases and prepares recurring reports.

Assists in training student workers.

Provides support for special events, projects, and programs.

Process personnel and payroll documents required for record keeping and HR documents.

Performs All Other Duties As Assigned.

Knowledge, Skills, and Abilities

Competent oral and written communication skills.

Proficient organizational skills.

Ability to complete assignments on time and handle interruptions.

Ability to prioritize assignments and meet deadlines.

Ability to work independently with minimal supervision.

Knowledge of Microsoft Suite (Word, Excel, etc.).
Physical Work Environment

Work is generally performed in a standard office environment with occasional meetings on and off campus.

Adverse Working Conditions

None.

The Office of Human Resources has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Office of Human Resources reserves the right to change this job description and/or assign tasks for the employee to perform as the Office of Human Resources may deem appropriate.