

**JOB INFORMATION**

|                         |  |
|-------------------------|--|
| Effective Date          | 3/9/2022   |
| Job Code:               | 5033   |
| Job Title:              | Administrative Assistant II  |
| Salary Grade/Structure: | 130 - Support Staff  |
| Career Level Name:      | S2 - Intermediate Support  |
| FLSA Name:              | Non-Exempt   |
| EEO Code:               | 40-Clerical and Secretarial  |
| Job Function:           | Administrative Support   |
| Job Family:             | Admin Support  |
| Job Summary             | The Administrative Assistant II is responsible for providing complex administrative and secretarial support to an area, staff, and/or faculty. Work involves maintaining and disseminating confidential information, routine business operations, coordinating activities, and assisting with customer oriented services. Works under minimal supervision. |

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

| Education Level            | Education Details | Required/Preferred |  |
|----------------------------|-------------------|--------------------|--|
| High School Diploma or GED | .                 | Required           |  |

Work Experience

| Experience | Experience Details   | Required/Preferred |  |
|------------|--|--------------------|--|
| Some       | Minimum of 3 years in office or administrative support experience. | Required           |  |

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Preferred |  |
|-------------------------|--------------------------------|------------|--------------------|--|
|                         | N/A                            | Upon Hire  |                    |  |

Knowledge, Skills and Abilities

|      |             |
|------|-------------|
| KSAs | Proficiency |
|------|-------------|

## Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details                                    | Time Frame | Required/Preferred |
|-------------------------|---|------------|--------------------|
| •                       | Competent oral and written communication skills.                  |            | Skilled            |
| •                       | Strong interpersonal communication skills.                        |            | Skilled            |
| •                       | Knowledge of Microsoft Suite (Word, Excel, etc.).                 |            | Skilled            |
| •                       | Knowledge of spreadsheets, databases, and presentation software.  |            | Skilled            |
| •                       | Ability to complete assignments on time and handle interruptions. |            | Skilled            |

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

| Essential Function  | % TIME |
|---|--------|
| <ul style="list-style-type: none"> <li>Responsible for daily office duties such as answering phones, taking messages, greeting customers, data entry, filing, faxing, copying, ordering and maintaining inventory of office supplies and general daily office duties including:                             <ul style="list-style-type: none"> <li>Assists with the scheduling of rooms for meetings, events, parking, and catering.</li> <li>May handle mail processing and distribution.</li> <li>Submits voucher requests for reimbursements for travel, meals, and other purchases. May have cash handling responsibilities and process deposits.</li> <li>Assists with the coordination of special events, meetings, and/or projects.</li> <li>Interacts with students, clients, faculty, staff, and administration.</li> <li>Prepares documents such as reports, correspondence, and proposals.</li> <li>Assists with database maintenance.</li> <li>May maintain supply inventory.</li> <li>Assists with and may be responsible for the review of P-Card purchases/ reconciliation of expense reports.</li> <li>May assist with the maintenance of assigned budget.</li> <li>Perform additional duties as assigned.</li> </ul> </li> </ul> | 100%   |

## PRE-EMPLOYMENT

|                          |     |
|--------------------------|-----|
| MVR:                     | No  |
| Criminal History:        | Yes |
| Physical Exam:           | No  |
| Hearing Exam:            | No  |
| Pulmonary Function Test: | No  |

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|-----------------|-----|--------|--------------|------------|------------|--------|
| Standing        |     |        | X            |            |            |        |
| Walking         |     |        | X            |            |            |        |
| Sitting         |     |        |              |            | X          |        |
| Lifting         |     | X      |              |            |            |        |

### Physical Demands

| Physical Demand            | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| Carrying                   |     | X      |              |            |            |        |
| Pushing                    |     | X      |              |            |            |        |
| Pulling                    |     | X      |              |            |            |        |
| Climbing                   |     | X      |              |            |            |        |
| Balancing                  |     | X      |              |            |            |        |
| Stooping                   |     | X      |              |            |            |        |
| Kneeling                   |     | X      |              |            |            |        |
| Crouching                  |     | X      |              |            |            |        |
| Crawling                   |     | X      |              |            |            |        |
| Reaching                   |     | X      |              |            |            |        |
| Handling                   |     |        | X            |            |            |        |
| Grasping                   |     |        | X            |            |            |        |
| Feeling                    |     | X      |              |            |            |        |
| Talking                    |     |        |              |            | X          |        |
| Hearing                    |     |        |              |            | X          |        |
| Repetitive Motions         |     |        |              | X          |            |        |
| Eye/Hand/Foot Coordination |     |        |              | X          |            |        |

### Working Environment

| Working Condition      | N/A | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-----|--------|--------------|------------|------------|
| Extreme cold           |     | X      |              |            |            |
| Extreme heat           |     | X      |              |            |            |
| Humidity               |     | X      |              |            |            |
| Wet                    |     | X      |              |            |            |
| Noise                  |     |        | X            |            |            |
| Hazards                |     | X      |              |            |            |
| Temperature Change     |     | X      |              |            |            |
| Atmospheric Conditions |     | X      |              |            |            |
| Vibration              |     | X      |              |            |            |

### Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------|
| 0%               |                   |