

JOB INFORMATION

Effective Date	4/1/2022
Job Code:	5035
Job Title:	Administrative Assistant IV
Salary Grade/Structure:	170 - Support Staff
Career Level Name:	S3 - Senior Support
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	The Administrative Assistant IV is responsible for providing executive level administrative and secretarial support to department head, and/or Dean. Work involves maintaining and disseminating information, advanced business operations, coordinating activities, budget maintenance, and payroll and personnel processes. May serve as the lead liaison to internal and external constituencies when appropriate.

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	
Associate's Degree		Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum of 7 years in office or administrative support experience.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Competent oral and written communication skills. 	Skilled

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• 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
• Ability to maintain confidentiality.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Provides general office support and serves as a resource for the resolution of any administrative matters.	20%
• Assists with the scheduling of rooms for meetings, events, parking, and catering.	10%
• Creates and prepares presentations, agendas, packets, and take minutes for meetings and events.	10%
• Assumes budget responsibility for projects and assignments.	10%
• Submits voucher requests for reimbursements for travel, meals, and other purchases.	10%
• Coordinates completion of special projects and/or events.	10%
• May be the lead liaison to internal and external constituencies when appropriate.	5%
• May maintain supply inventory.	5%
• Performs and oversees general payroll, personnel, and accounting functions for a small department or unit. Serves as P-Card holder. Prepares payroll documents such as electronic Personnel Action Request Forms (ePARs) and Position Request Forms (ePRFs).	10%
• May supervise and/or train other support staff or student workers.	5%

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			

Physical Demands

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