

**JOB INFORMATION**

Effective Date	6/11/2021
Job Code:	5120
Job Title:	Department Assistant II
Salary Grade/Structure:	160 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Business Affairs
Job 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.

**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	Or GED in general studies.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum of three years in business or clerical 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"> <li>MS Office skills (Word, Excel, Access, and PowerPoint).</li> </ul>	Proficient

## Licenses and Certifications

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

KSAs	Proficiency
• Effective verbal and written communication skills	
• Ability to prioritize tasks and manage own time	
• Effective time management skills with an ability to prioritize tasks	

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Responsible for providing general administrative support to an area or department.	40%
• Oversees reception desk operations.	15%
• Prepares and processes all accounting documents including vouchers, purchase requests, and travel related paperwork. Reconciles monthly departmental accounts.	15%
• Develops and maintain departmental databases and prepares recurring reports.	10%
• Provides support for special events, projects, and programs.	10%
• Process personnel and payroll documents required for record keeping and HR documents.	5%
• Other related duties as assigned.	0%

## 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				
Carrying		X				
Pushing		X				
Pulling		X				

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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%	