JOB INFORMATION

Effective Date	9/5/2023
Job Code:	5121
Job Title:	Department Assistant III
Salary Grade/Structure:	170 - Support Staff
Career Level Name:	S2 - Intermediate Support
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Business Affairs
Job Summary	The Department Assistant III is responsible for providing a variety of senior level 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. Prepares information for meetings and presentations.

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 General Equivalency Diploma (GED) in general studies		

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Minimum of 7 years in business or clerical experience.		

Licenses and Certifications

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

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of State of Texas reporting forms.	

Licenses and Certifications

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

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of budget and planning procedures.	
• Competent oral and written communication skills.	
• Proficient organizational skills.	
• Ability to prioritize assignments and meet deadlines.	
• Ability to complete assignments on time and handle interruptions.	
• Ability to work independently with minimal supervision.	
• Knowledge of Microsoft Suite (Word, Excel, etc.).	

JOB RESPONSIBIILTIES

Campus Security Authority   ☒

Remote Work Capable   ☐

Essential Functions

Essential Function	% TIME
• Responsible for providing general administrative support to an area or department.	25%
• Oversees reception desk operations.	20%
• Creates and produces special presentations and information such as agendas, packets, and overheads.	10%
• Prepares and processes all accounting documents including vouchers, purchase requests, and travel related paperwork. Reconciles monthly departmental accounts. Oversees cost centers and maintains current budget information.	15%
• Creates, updates, and maintains departmental databases/websites and prepares recurring reports.	5%
• Assists in training student workers.	5%
• Assists with the coordination and implementation of special events, projects, and programs.	5%
• Processes personnel and payroll actions and documents such as electronic Personnel Action Request Forms (ePARs), Position Request Forms (ePRFs).	10%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
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				
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%	