

JOB INFORMATION

Effective Date	5/31/2022
Job Code:	5118
Job Title:	Office Supervisor
Salary Grade/Structure:	160 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	The Office Supervisor is responsible for providing high level office support and supervision of other support staff in an area or office. Work may include compiling information, data entry, coordinating activities, checking documents for accuracy, and overseeing financial matters. Also responsible for being familiar with the functions, practices, and policies of the organizational unit to which assigned. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

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		

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum seven years of office support experience.	Required	

Licenses and Certifications

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

KSAs	Proficiency
• Efficient oral and written communication skills.	Proficient
• Ability to exercise discretion and independent judgment and act upon decisions with some autonomy.	Proficient
• Ability to prioritize assignments and meet deadlines.	Proficient
• Ability to handle interruptions.	Proficient
• Supervisory skills to manage and lead staff.	Proficient
• Broad knowledge of general office policies and procedures preferably with a state agency and/or higher education institution.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Supervises the routing and appropriate handling of incoming phone calls, mail, and other correspondence.	20%
• Reviews and edits letters, reports, and other documents. Performs data entry, updates, retrieval, and data searches.	5%
• Supervises the organization of departmental databases, filing systems, and departmental programs. Performs queries to edit and crosscheck information for accuracy and completeness.	20%
• May be responsible for using appropriate cash handling processes when verifying check and money order payments, making deposits, and initiating financial journals in PeopleSoft for approval.	10%
• Manages documentation of personnel actions and associated files. Manages departmental inventory.	10%
• Resolves issues and answers inquiries regarding policies and procedures.	10%
• Trains office support staff, temporary employees, and student workers.	5%
• Supervisory Responsibility Provide supervision of staff, including defining job duties, overseeing employee performance, providing guidance and support, and communicating organizational needs in accordance with the University's objectives, policies and applicable laws.	15%
• Performs Other 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%	