

Job Description

The primary accountabilities below are intended to describe the general nature and level of work being performed.

Job Title:	Department Assistant I	Job Code:	5119
Job Family:	Administrative Services	Job Sub Family:	Administrative Support

Position Details

Job Grade:	13	FLSA Classification:	NonExempt-Hourly
Salary Plan:	Support Staff	Retirement Program:	TRS
Supervisory Duties:	No	Campus Security Authority:	Yes
Career Ladder:	Pre-Defined	Priority Category:	Essential

Summary

The Department Assistant I is responsible for providing a variety of moderately complex administrative, clerical, and financial support to an area or department. Work involves processing travel documentation, accounting/budgetary related issues, and assisting with the coordination of events and programs. May provide coverage for the front desk.

Qualifications

Required Education	High School Diploma or GED
Required Experience	Minimum of 3 years in business or clerical experience.
License/Certification	None
Background Check*	Yes *Criminal History Background Checks are required for all employment types.

Essential Job Duties

Responsible for providing general administrative support to an area or department.

Provides back-up coverage for reception desk.

Assists with the maintenance of databases and spreadsheets.

Prepares accounting documents including vouchers, purchase requests, and travel related paperwork.

Reviews P-Card purchases and reconciles expense reports. Maintains the assigned budget.

May assist in training student workers.

Provides support for special events and programs.

Creates and prepares materials like documents, handouts, and brochures.

Performs All Other Duties As Assigned.

Knowledge, Skills, and Abilities

Effective oral and written communication skills.

Proficient organizational skills.

Ability to complete assignments on time and handle interruptions.

Ability to prioritize assignments and meet deadlines.

Ability to work independently with minimal supervision.

Knowledge of Microsoft Suite (Word, Excel, etc.).

Physical Work Environment

Work is generally performed in a standard office environment with occasional meetings on and off campus.

Adverse Working Conditions

None.

The Office of Human Resources has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Office of Human Resources reserves the right to change this job description and/or assign tasks for the employee to perform as the Office of Human Resources may deem appropriate.