

**JOB INFORMATION**

|                         |  |
|-------------------------|--|
| Effective Date          | 10/27/2021   |
| Job Code:               | 4544   |
| Job Title:              | Web Assistant  |
| 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:             | Admin Support  |
| Job Summary             | <p>1) The web assistant will facilitate the daily functioning of the EIH web site, including recordkeeping, scheduling, bookkeeping, maintaining the website, coordinating online tutoring activities, creating some publicity materials, and assisting in the development of new technology endeavors to improve EIH data and project services. He/she should be proactive, dependable, detail-oriented, and able to work with limited supervision. He/she must also be able to communicate well with directors, tutors, receptionists, clients, and other members of the university community and the public.</p> <p>2) In addition the incumbent will provide primary grant administration support for EIH-UH campus faculty grants program including administering grant awards, budget tracking, purchasing, and other associated duties. Will serve as primary administrative liason with UH Central Campus Departments and faculty administrative officers and provide guidance and advice to EIH management on most efficient methods and approaches to interact with UH Central Campus administration.</p> <p>3) Other minor administrative and technical support duties as assigned by the EIH Executive Director.</p> |

**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/<br>Preferred |  |
|----------------------------|--------------------------------------|------------------------|--|
| High School Diploma or GED | 60 hours of college level coursework | Required               |  |
| Bachelor's Degree          | B.A.                                 | Preferred              |  |

## Work Experience

| Experience      | Experience Details                          | Required/<br>Preferred |  |
|-----------------|---|------------------------|--|
| Less than 3 yrs | Web design, bookkeeping, MS office software | Required               |  |

## Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/<br>Preferred |  |
|-------------------------|--------------------------------|------------|------------------------|--|
|-------------------------|--------------------------------|------------|------------------------|--|

## Knowledge, Skills and Abilities

| KSAs | Proficiency |
|------|-------------|
|------|-------------|

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

| Essential Function  | % TIME |
|---|--------|
| • Designs and maintains department website and coordinates with university web developers   | 50%    |
| • Produces vouchers and requisitions in PeopleSoft for department needs with focus on UH Central faculty grant programs.  | 10%    |
| • Reconciles cost centers on a monthly basis. Logs expenses and revenues into spreadsheets already established in Accounts on Admin Files) for reconciling purposes.  | 5%     |
| • Prepares ePAR's   | 5%     |
| • Processes UH faculty grant timesheets by verifying and entering data into spreadsheet.  | 5%     |
| • Attends staff development meetings as required.   | 5%     |
| • Creates publicity materials and annual reports as requested. Maintains various computer databases including generating some reports, tracking statistics, and communicating with the database provider. Maintain web design and personal computer equipment | 10%    |
| • General filing, copying, and recordkeeping.   | 5%     |
| • Other duties as assigned including coordinating the vendors contracts and schedules.  | 5%     |

## PRE-EMPLOYMENT

|                          |     |
|--------------------------|-----|
| MVR:                     | Yes |
| Criminal History:        | Yes |
| Physical Exam:           | No  |
| Hearing Exam:            | No  |
| Pulmonary Function Test: | No  |

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|-----------------|-----|--------|--------------|------------|------------|--------|
| Standing        |     |        |              |            |            |        |

### Physical Demands

| Physical Demand            | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| Walking                    |     |        |              |            |            |        |
| Sitting                    |     |        |              |            |            |        |
| Lifting                    |     |        |              |            |            |        |
| Carrying                   |     |        |              |            |            |        |
| Pushing                    |     |        |              |            |            |        |
| Pulling                    |     |        |              |            |            |        |
| Climbing                   |     |        |              |            |            |        |
| Balancing                  |     |        |              |            |            |        |
| Stooping                   |     |        |              |            |            |        |
| Kneeling                   |     |        |              |            |            |        |
| Crouching                  |     |        |              |            |            |        |
| Crawling                   |     |        |              |            |            |        |
| Reaching                   |     |        |              |            |            |        |
| Handling                   |     |        |              |            |            |        |
| Grasping                   |     |        |              |            |            |        |
| Feeling                    |     |        |              |            |            |        |
| Talking                    |     |        |              |            |            |        |
| Hearing                    |     |        |              |            |            |        |
| Repetitive Motions         |     |        |              |            |            |        |
| Eye/Hand/Foot Coordination |     |        |              |            |            |        |

### Working Environment

| Working Condition      | N/A | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-----|--------|--------------|------------|------------|
| Extreme cold           |     |        |              |            |            |
| Extreme heat           |     |        |              |            |            |
| Humid                  |     |        |              |            |            |
| Wet                    |     |        |              |            |            |
| Noise                  |     |        |              |            |            |
| Hazards                |     |        |              |            |            |
| Temperature Change     |     |        |              |            |            |
| Atmospheric Conditions |     |        |              |            |            |
| Vibration              |     |        |              |            |            |

### Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------|
|                  |                   |