

SECTION D-10

JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

University of Houston Job Description

Asst, Administrative

Job Code: **D548**

Pay Plan: **UHN**

Family: **ADMIN Services**

FLSA: **N**

Pay Grade: **108**

Sub Family: **Administrative Support**

This position may be security sensitive requiring a criminal history investigation of the final candidate.

Summary

Provides administrative staff support to a university executive. Organizes and coordinates activities of the unit.

Job Duties

1. Drafts correspondence, memoranda, speeches, position papers, program/grant proposals and other written documentation.
2. Assists in organizing activities of the unit, such as retreats, staff development, committee appointments, internship programs, awards ceremonies, etc.
3. Serves on committees and task forces as a representative of the unit.
4. Responds to information requests from internal and external agencies and offices and conducts research to assist in policy and program development.
5. May collect information, and write and edit newsletter or news bulletins for the unit.
6. Participates in special projects and prepares a variety of statistical reports as needed.
7. Performs other job-related duties as assigned.

Job Requirements

Education

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

Experience

Requires a minimum of three (3) years of directly job-related experience.

Certification/Licensing

None.

Work Complexity

Requires a detailed knowledge of a specialized or technical field. Work requires the direct application of a variety of procedures, policies and/or precedents.

Change in Knowledge

The knowledge and/or technology used in the job changes periodically; occasional study and training is required.

Problem Solving

Requires the examination and basic analysis of information that is not readily available, some of which is highly technical or specialized, to arrive at solutions or recommendations and/or take appropriate action.

Impact of Decisions

Inside Department	Considerable.
Outside Department	Moderate.
Outside University	Moderate.

Judgment

Activities and decisions are varied in nature, requiring independent action and judgment in solving common problems. Unusual cases or questionable matters are resolved with the job's immediate supervisor.

Supervision

Involves general scheduling and review of work as a working supervisor or lead person over one or more employees doing the same type of work. Work is typically routine and requires general instructions.

Customer Service

Internal Service	Handles routine customer problems between customer and other departments
External Service	Handles routine customer problems between customer and other departments

Environmental Conditions

Working conditions	Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.
Physical Effort	Position is physically comfortable; individual has discretion about walking, standing, etc.
Physical Risk	Work environment involves minimal exposure to physical risks.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Last updated: 11-30-2016