

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Administrative Analyst  
Code: 19002  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Position available in various departments.  
Reports To: In accordance with departmental policies.

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## *Summary*

- Function: To provide professional skills in conducting research, coordination of communication/publications and projects, and analyzing data to aid administrators in the decision making process.
- Scope: Responsible for gathering and analyzing information on a wide range of topics, and dissemination of information relating to reporting and projects .

## *Duties*

- Typical:
  1. Assumes responsibility for departmental projects. Conducts analysis and research on problem definition and issue resolution. Makes recommendations as appropriate. May coordinate implementation efforts.
  2. Researches, drafts, and coordinates departmental communication and correspondence for issue resolution and policy clarification.
  3. Provides institutional performance monitoring, information gathering and reporting.
  4. Serves as the institution's point of contact for the gathering and dissemination of information of assigned projects.
  5. Coordinates responses as assigned, for institutional information that may be received from the UT System Board of Regents, UT System administration, state and federal agencies, and/or other governmental or regulatory entities.
  6. Performs other duties as assigned.
- Periodic:
  1. N/A

## *Education*

Required	Preferred
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Bachelor's degree from an accredited institution.	N/A
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***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years of related professional experience.	Five years of related professional experience.

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and related applications software, general office equipment, typewriter, calculator.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Occasional overtime and weekend work.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from administrators.	May oversee the work of assigned helpers.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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