

The University of Texas at San Antonio

Job Description

Job Title: Administrative Associate I
Code: 19025
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To assist in the administration of a department and handle routine administrative decisions.
- Scope: Responsible for the supervision of clerical staff and for supplying dependable and factual information for use by the department administrators.

Duties

- Typical:
 1. Uses initiative and independent judgment to relieve one or more administrators of many routine matters and decisions.
 2. Composes, types, edits, proofreads and produces in final form correspondence, forms, reports and other documents.
 3. Develops and oversees the maintenance of office filing systems. Maintains complex and confidential files for administrators.
 4. Assists in preparing departmental budgets by gathering and compiling information and making recommendations.
 5. Collects data from various sources and analyzes for accuracy, completeness and relevance. Prepares complex, statistical, technical, financial, confidential and other various reports.
 6. Initiates paperwork or electronic documents for faculty and staff appointments. Coordinates courses and faculty teaching schedules.
 7. Supervises clerical staff members. Monitors workload, determines work priority and evaluates job progress.
 8. Performs other duties as assigned.
- Periodic:
 1. Assists with special projects.
 2. Assists in the annual evaluation of assigned clerical staff.

Education

Required	Preferred
High School diploma or GED.	Bachelor's Degree.

Other Requirements

Required	Preferred
Knowledge of current methods and systems of bookkeeping, filing and purchasing.	Advanced knowledge of university organizational structure, policies, rules and procedures.
Demonstrated ability to apply knowledge in everyday work situations while utilizing independent judgment.	
Criminal background check.	

Experience

Required	Preferred
Four years of increasingly responsible administrative, clerical or office experience.	Similar experience with two or more years in higher education.
At the department's discretion, a Bachelor's degree may be substituted for experience.	

Equipment

Required	Possible
Personal computer and standard office equipment.	Special equipment may be used in specific departments or sections.

Working Conditions

Usual	Special
Usual office conditions.	Occasional overtime may be required.

Supervision

Received	Given
General supervision from administrator.	General supervision of clerical staff.

Accuracy

Proficiency in all phases of the duties performed.

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.

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.