

The University of Texas at San Antonio

Job Description

Job Title: Administrative Associate II
Code: 19026
Salary Grade: 56
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 supervision and administration of a department and handle various administrative decisions.
- Scope: Responsible for the supervision of clerical staff and administrative planning of internal activities, programs and special projects. Makes administrative decisions requiring a thorough knowledge of regulations, policies and procedures.

Duties

- Typical:
 1. Use initiative and independent judgment to relieve one or more administrators of administrative matters and decisions. Assist administrators in establishing and attaining departmental goals and objectives.
 2. Plans, organizes and coordinates administrative duties. Supervises and trains clerical staff. Establish organizational policies, work rules and operating procedures.
 3. Assist in preparing departmental budgets by gathering and compiling information and making recommendations. Maintains and monitors budgets and fiscal reports.
 4. Collects data from various sources and analyzes for accuracy, completeness and relevance. Prepare complex, statistical, technical, financial and confidential reports, charts and graphs.
 5. Edit speeches, memoranda, reports and proposed publications.
 6. Act as a liaison with other departments and agencies regarding inventory control, building services, equipment maintenance and repair, purchasing, safety and other administrative matters.
 7. Perform other duties as assigned.

- Periodic:
 1. Disseminate important policy and procedure information to faculty and staff.
 2. Perform annual evaluations 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
Six years of increasingly responsible administrative, clerical or office experience.	Similar experience with three or more years in higher education.
At the department's discretion, a Bachelor's degree may be substituted for four years of experience.	One year of supervisory 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 and/or travel 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.