

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
JOB DESCRIPTION**

3-1-00

ADMINISTRATIVE ASSISTANT II

FLSA: EXEMPT

Job Code: 9019

SUMMARY

This position provides professional level administrative support in business activities and is responsible for complex level decisions, exercising initiative and independent judgment. Responsibilities include daily office management, fiscal management, budget preparation, correspondence, personnel matters, and supervision of departmental support staff.

DUTIES

Performs a combination, but not necessarily all, of the following duties:

- Supervises administrative support staff, including delegating tasks and prioritizing workload.
- Manages all financial transactions, including posting and reconciliation of all accounts, manages budget allocations and related accounting procedures. Prepares cost analysis, tracks financial trends, and prepares reports to monitor the financial state of the department.
- Monitors the preparation of grants, including all accompanying forms and documentation. Maintains financial ledgers for local, state, and grant accounts, and develops, monitors, administers and coordinates departmental budget.
- Reviews and approves departmental requisitions and service request forms.
- Prepares Personnel Action Forms and Budget Action Sheets on all faculty and staff. Provides orientation to incoming faculty and staff.
- Composes complex correspondence, memorandums, fliers, slides, and course materials.
- Reviews and verifies for accuracy the monthly departmental payroll prior to payday.
- Maintains travel budget including making all travel arrangements for staff and preparing travel reimbursements vouchers.
- Oversees telephone inventory and phone records. Order new phones, pagers, long distance calling cards, credit cards and telephone changes. Prepares all forms for new hires, including key requests and entry authorizations.
- Manages routine aspects of faculty recruitment including coordinating relocation of new faculty members. Prepares time and leave reports on faculty which may be in off-site locations.
- Processes documentation and paperwork for classified employee positions by posting, screening applications and hiring candidates. Coordinates appointments of foreign visitors and employees.
- Serves as administrative liaison to other Health Science Center departments and offices.
- Maintains personnel records including staff recruitment forms, appointment, change of status, special leave requests, terminations, attendance records and performance evaluations. Requires a high degree of confidentiality.
- Maintains prospective faculty files, including EEO/AA logs for applicants, recruitment reports, vacancy advertisements and letters, and hiring waiver requests.
- Arranges meetings, conferences and workshops, prepares the agendas, and takes minutes for those meetings.
- Performs other duties as assigned.

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SUPERVISION

Received:

Work is performed under general direction from the department head on major decisions involving policy change.

Given:

Provides general instructions and directions to a support staff.

EDUCATION/EXPERIENCE

Associate's degree with five years experience, or high school diploma or GED with seven years related experience.

KNOWLEDGE, SKILLS AND ABILITIES

Must be knowledgeable in the areas involving office management and administrative procedures. Ability to maintain confidentiality. Have thorough knowledge of structure, policies, rules and procedures of the Health Science Center, and the University of Texas System. Possess knowledge of computer technology, including the ability to use specialized software packages such as spreadsheets, graphics and word processing, and database management. Time management skills are needed to meet deadlines. Have knowledge of accounting procedures and fiscal management, and possess budgetary, analytical and forecasting skills. Possess excellent oral and written communication skills, leadership skill, organizational skills, and interpersonal skills. Ability to supervise clerical staff, mediate and resolve conflicts, delegate, and distribute workload.

EQUIPMENT

Personal computer and other standard office machines.

WORKING CONDITIONS

Work is performed in an office environment.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

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IMPORTANT:

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with ITAC 201.13(b) Information Security Standards.