

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

8/23/04

ADMINISTRATIVE ASSISTANT I

FLSA: NON-EXEMPT

Job Code: 9020

SUMMARY

This position provides varied administrative support of a unit's business or academic activities. Responsibilities include monitoring daily activities, personnel transactions, budget/grants record keeping, laboratory and space management, billing and collections, and coordination of various routine academic activities for the department including course material preparation, travel for department personnel, preparing resident and faculty schedules, and the coordination of student programs.

DUTIES

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

- Supervises administrative support staff including administrative secretaries, and clerical employees. Maintains time leave usage, employee records, worker's compensation, training, hiring/firing processes, FMLA and annual appointments for the organizational unit.
- Maintains and reconciles routine accounting records for the department.
- Prepares, coordinates and types grants, including all accompanying forms and documentation. Maintains financial ledgers for local, state, and grant accounts, and assists in monitoring, administering, and coordinating departmental budget.
- Coordinates travel arrangements, and prepares vouchers for payment and reimbursement for administrative staff and faculty.
- Maintains calendars and schedules meetings, conferences, and workshops for administrative staff.
- Composes routine correspondence including appointment letters, routine narrative reports, and various memoranda.
- Types manuscripts for publication, letters, forms, exam questions and syllabi, and vouchers.
- Compiles statistical and financial data for reports.
- Reviews and approves LYNX documents including purchase orders, vouchers, petty cash, deposits, transfer of funds and other departmental expenditures.
- Coordinates student program activities for department including preparing and distributing schedules, arranging and coordinating new student orientation, counseling and advising student on programs and policies, and monitoring student activities. Acts as liaison between students and other departments.
- Prepares payroll timesheets for faculty and staff.
- Coordinates and distributes time and effort reports for faculty.
- Develops and maintains a computerized tracking system for faculty credentials.
- Coordinates committee meetings including preparing agendas, taking and typing minutes, and keeping faculty informed of committee matters. Maintain an accurate list of committees and members, and distribute correspondence to all.
- Maintains files for department to include faculty, fellows and resident certifications and renewal of licenses and permits.

ADMINISTRATIVE ASSISTANT I

Job Code: 9020

Page 2

- Coordinates resident recruitment process to include organizing and scheduling all interviews and ranking applicants.
- Coordinates clinical schedules for multiple faculty and residents. Completes all paperwork regarding residency rotation and funding schedules.
- Maintains and prepares patient appointments, registration and insurance data, chart notes and billing sheets.
- Coordinates in-service exams and lecture series.
- Performs other duties as assigned.

SUPERVISION

Received:

Work is performed general supervision of designated supervisor.

Given:

Provides administrative direction and/or supervision of administrative support personnel.

EDUCATION/EXPERIENCE

High school diploma or GED, with five years of related experience.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to maintain confidentiality. Have knowledge of course requirements and schedules. Have knowledge of accounting principles and procedures. Possess interpersonal skills to communicate with students, faculty and staff. Ability to supervise clerical staff, mediate and resolve conflicts, and distribute workload. Possess oral and written communication skills. Must be familiar with medical/dental terminology. Possess knowledge of computer applications, including the ability to use specialized software packages such as spreadsheets, graphics and word processing. Possess effective organizational skills, attention to detail, problem solving skills, and the ability to work on multiple tasks. Time management skills are needed to meet deadlines. Have knowledge of faculty and clinical faculty requirements and procedures. Have thorough knowledge of structure, policies, rules and procedures of the University.

EQUIPMENT

Personal computer and other standard office machines.

WORKING CONDITIONS

Work is performed in an office environment.

ADMINISTRATIVE ASSISTANT I

Job Code: 9020

Page 3

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.

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.