



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Administrative Assistant

JOB SUMMARY

Serves as the principal administrative support to the department. Responsible for independently performing highly responsible and confidential clerical duties and performing non-standardized work requiring the employee to work out production methods, schedules, and priorities. The incumbent may be required to supervise a clerical staff and/or assume considerable responsibility for office management. General instruction concerning policy and procedure is provided; however, detailed instructions and specific review by the administrator is usually provided only for special or very complex assignments. A thorough knowledge of the policies and procedures of the employing unit as well as a familiarity with overall University policy is necessary to conduct the assigned work. Work is performed within established policies and procedures under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Designated Supervisor

Supervises: May supervise clerical employees

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assembles and organizes materials used by the supervisor in completing work assignments.
- Performs specialized functions or work of a difficult and demanding nature.
- Makes appointments for supervisor; receives and screens visitors.
- Relieves immediate supervisor of many contacts requiring interpretation of policy and procedures.
- Posts bookkeeping information; prepares summary reports and projections.
- Types letters, reports, forms and other materials from notes, rough drafts, or dictation.
- Maintains confidential records and central personnel files for department.

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- Prepares all personnel and payroll related forms, periodic reports, and office schedules.
- Makes all travel arrangements for departmental personnel including requests for travel, purchase orders, reservations, advances, travel vouchers for reimbursement, etc.
- Advises departmental personnel of current State of Texas policies and procedures prior to travel.
- Initiates and coordinates the clerical and secretarial functions required in effective implementation of administrative policies of an administrative unit.
- Assures the accuracy and timely submission of Human Resource and payroll documents for personnel.

ADDITIONAL DUTIES

- Receives, sorts and distributes mail, composing responses to routine inquiries.
- May assist in supervision and training of clerical employees.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college course work preferred.

EXPERIENCE

Six years of progressively responsible clerical experience. Additional job-related education may substitute for the required experience on a year-for-year basis.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to use a personal computer and other office equipment.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.