



## University of Houston-Downtown Job Description

Job Title: Administrative Assistant II  
FLSA Category: Non-Exempt  
Grade: 21  
Job Code: 5189

### **DUTIES**

Job Summary: Assists the department/college with complex administrative duties

Duties and Responsibilities:

- Prepares or assist with all documentation for new hires
- Prepares or assist with budget reconciliations
- Verify payroll for faculty and/or staff
- Prepares and processes purchase and travel vouchers and purchase requisitions.  
Coordinates travel arrangements
- Schedules appointments, coordinates meetings
- Order all supplies, furniture, telephone lines, keys, office equipment, and business cards
- Prepares/composes correspondence
- Reconciles payroll, telephone and/or financial reports for the department/unit
- Coordinates maintenance and acquisition of equipment and services from IT and Facilities Management

Marginal Functions:

- May supervise student workers and/or staff
- All other duties as assigned

### **REQUIREMENTS**

Education: Minimum of 60 hours of completed college course work

Experience: Minimum of two (2) years in related work experience

Licenses/Certification: None required

### **PHYSICAL DEMANDS**

#### **Environmental Conditions**

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.