



University of Houston-Downtown Job Description

Job Title: Administrative Assistant III
FLSA Category: Non-Exempt
Grade: 22
Job Code: 5197

DUTIES

Job Summary: Assists the department with senior level administrative and financial duties at the college or VP level.

- Duties and Responsibilities:
- Prepares all documentation for new hires
 - Prepares budget reconciliations
 - Verifies payroll for faculty and staff
 - Prepares and processes purchase and travel vouchers and purchase requisitions
 - Coordinates travel arrangements
 - Schedules appointments, coordinates meetings and travel arrangements for senior administrators
 - Orders all supplies, furniture, telephone lines, keys, office equipment, and business cards
 - Coordinates maintenance and acquisition of equipment and services from IT and Facilities Management
 - Prepares/composes correspondence and contracts/agreements as needed
 - Reconciles payroll, telephone and/or financial reports for the department/unit
 - Assist with ongoing special projects and/or tasks unique to the department or division
- 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 three (3) 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.