

Sam Houston State University Human Resources

Division of Academic Affairs Staff Classification Description – Administrative Associate I

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4N400

Grade: 09

Date: 8/2014

Department: As assigned

Education & Experience Requirements: Associates Degree in related field. Two years relevant administrative assistant experience or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs administrative assistant duties for a department, college or division.

Supervision Given & Received: Works under general supervision and may provide direction to staff and student workers.

Primary Responsibilities: Performs administrative assistant duties. Provides departmental or university information to students, departments, and staff. Schedules appointments and activities. Interprets policies and procedures. Compiles, tracks, and reviews data and reports. Attends meetings and takes notes. Prepares, reviews, revises and distributes documents and correspondence. Orders and maintains supply inventory. Handles P-Card purchases and monitors expenses. Performs other duties as assigned.

Other Specifications: Requires a general knowledge of standard office functions. Requires good knowledge of procedures and practices. Must be able to use standard office software. Must be able to apply policies and procedures and solve routine problems of a repetitive nature.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.