



## POSITION DESCRIPTION

**TITLE:** Administrative Associate  
**FLSA STATUS:** Non-Exempt

**CATEGORY:** Classified  
**GRADE:** E

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**JOB SUMMARY:** Provide administrative support in an office environment with a variety of complex, technical, and confidential tasks. Position requires the use of judgment and discretion to handle administrative matters following policy in the supervisor's absence or to relieve supervisor. Decision impact may be at the Program or Campus/Multi-Campus level.

**In-person work on campus is an essential function of this position.**

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### ESSENTIAL FUNCTIONS:

#### YEARLY PERCENT OF TIME

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| 1. Assist with the coordination and administration of office operations to include establishing and implementing office practices and procedures; may assist with policy and procedure changes; provide work direction and training to other administrative support staff and student workers.   | 30% |
| 2. Perform complex and confidential administrative support duties, including composing and typing routine correspondence. Conduct research, compile and type statistical reports, and verifies accuracy as required. Respond to routine correspondence under own signature or drafts response for manager's review on more complex correspondence. Organize and maintain routine and confidential files, correspondence and other records. Assist with preparation of course related documentation, (i.e. rosters, pre-post assessments, and personnel related documents). | 20% |
| 3. Greet visitors, respond to or refer questions, answer and screen telephone calls, schedule and arrange conference calls. Read, route, and respond to incoming and outgoing mail and correspondence, including e-mail and faxes.   | 15% |
| 4. Assist in a variety of fiscally related tasks to include monitoring of expenditures; verify charges and resolve issues; prepare and process check requests, purchase requisitions, budget transfers, and journal entries. Order and maintain supplies, and arrange for equipment maintenance. Coordinate large ordering processes (i.e. textbooks, assessments, etc.).  | 10% |
| 5. Coordinate and arrange meetings and conferences, prepare agendas and materials, distribute summary of proceedings, reserve and prepare facilities, and record and transcribe minutes of meetings. Arrange and coordinate catering, travel schedules, and reservations, including related expense reports.   | 10% |
| 6. Process Abstracts for Board of Trustee meetings to include assisting with proofreading, grammar, format, account budget information, gathering supporting documentation, and meeting submission deadline to President's office.   | 10% |

7. Perform other related duties as assigned.

5%

**SUPERVISORY RESPONSIBILITIES:** Provide work direction and training to other administrative support staff and student workers.

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Associate's Degree or equivalent.

**EXPERIENCE:** Three (3) years of related experience.

**SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Application and comprehensive knowledge of office practices and procedures;
- Advanced computer skills;
- Effective phone etiquette skills;
- Must be able to communicate effectively in both written and verbal form;
- Must maintain confidentiality of work-related information and materials;
- Must establish and maintain effective working relationships;
- Effective time management and organizational skills;
- Excellent customer services skills;
- Must be able to maintain current social media websites;
- Ability to analyze and interpret data.

**2. Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

**3. Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

<b>POSITION TITLE:</b>	<b>Administrative Associate</b>
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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

*The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically present in this description.*

***I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.***

***X***

***Employee Signature***

***Date***