

Job Title: Administrative Assistant I
Department: List Department Name
Reports to: List Manager/Supervisor of Position
Supervises: No
Grade/FLSA: NE3/Non-Exempt
Job Code: 19042
Job Group: Academic
Essential: No
Revision Date: 6/14/2024

JOB SUMMARY:

The Administrative Assistant I will provide non-routine clerical/administrative support which may include drafting/typing correspondence, reports, charts, graphs, using word processing, spreadsheet, database, or presentation software. This position will be responsible for basic bookkeeping, screening calls/visitors, preparing agendas, travel and/or meeting/special event arrangements and managing supervisor's or department's calendar.

MAJOR RESPONSIBILITIES / DUTIES / CRITICAL TASKS:

- Copying, scanning, faxing, printing, filing, organizing.
- Take phone calls, assist visitors, compose e-mails and other written communication.
- Assist in compiling/maintaining documents for various reporting events.
- Assist with event preparations.
- Assist with other general office duties as needed.
- Enter eForms for department as needed.
- Other duties as assigned.

ACCOMPANYING KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

Proficient with Microsoft Office.

Excellent customer service skills both in person and over the phone.

Strong organizational skills.

Understanding of operating standard office equipment.

Strong ability to multi-task and work with many interruptions.

Ability to adapt to a changing environment.

Ethical; Able to maintain confidential information.

REQUIRED EDUCATION / EXPERIENCE:

High School Diploma or equivalent.

Two (2) Years of related work experience.

May accept a combination of education and experience.

PREFERRED EDUCATION / EXPERIENCE:

Bachelor’s degree in field closely related to the specific endeavor of the department.
 One (1) or more years of clerical experience.
 Database experience.

WORKING ENVIRONMENT:

Standard office environment.

Physical Requirements	(Percent of time)
Lift, Push, Pull – Things/Objects up to 75lbs:	0%
Bending/Stooping:	0%
Gripping/Pinching (forceful/repetitive):	0%
Kneeling/Squatting:	0%
Reaching Forward:	0%
Reaching Overhead:	0%
Typing/Computer Use:	90%
Climbing, Crawling, Digging:	0%
Driving Car or Truck:	0%
Operating Heavy Equipment or Tools:	0%
Working at Heights:	0%
Walking:	5%
Sitting:	70%
Standing:	10%

SUPERVISION OF OTHERS:

This position has no supervisory responsibilities.

OTHER:

(This position is considered “Non-Essential” and assigned to an employee whose presence is not essential during a declared emergency status, but who cannot leave until released by supervisor and must return to work as usual under routine operations after the emergency status has ended.)

Specific job requirements or physical location of some positions allocated to this classification, may render this position security sensitive, and thereby subject to the provisions of Section 51.215, Texas Education Code.

The above statements describe the level of work performed and expected in general terms. The statements are not intended to list all the responsibilities, duties, and/or skills required of employees so classified, and the content herein is subject to change due to the business needs of UT Tyler, with or without notice. Furthermore, nothing in

this job description shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of UT Tyler staff.

SIGNATURE OF EMPLOYEE

SIGNATURE OF SUPERVISOR

DATE SIGNED