

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Administrative Assistant

EEO CATEGORY: Professional

JOB NUMBER: 0-0035

STATUS & GRADE: E-9

DATE: 07/1998

DEPARTMENT: As Assigned

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's Degree in Business Administration, Public Administration, or other related field with no experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To assist an administrative officer(s) of the University in coordinating and supervising business activities and staff services.

SUPERVISION GIVEN & RECEIVED: May supervise one or more clerical, technical, and/or student employees. Receives minimum supervision.

PRIMARY RESPONSIBILITIES: Responsibilities may include but are not necessarily limited to the following: Assists in development of operational policies. Interprets policies and explains procedures relating to activities performed in the department/division. Prepares reports and maintains adequate records. Handles routine and special correspondence. Performs specialized tasks requiring a high level of skill in preparation of reports. Assists in compiling statistical data and preparing various written summaries concerning divisional/departmental activities. Acts as liaison between administrator and staff in handling of matters which usually do but may not involve policy decisions. Plans, schedules, and supervises work of subordinate employees. Reviews internal procedures and recommends needed changes. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Other University departments, local vendors, and off-campus agencies. May require the ability to type.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.