

Sul Ross State University

Position Description

Official Title: Housing Administration Specialist **Salary Group:** 6-Classified **Job Code:** 4008

Summary

Function: Responsible for carrying out extensive administrative duties to support Residential Living Department.

Scope: Manages routine as well as non-standardized office workflow using sound independent judgement; develops production methods and processes complex and/or large volumes of material.

Duties

Essential: Performs tasks using word processing, spreadsheet, and/or database computer skills; assigns and reviews work of small clerical staff; keeps various administrative, fiscal, and/or academic records; handles and maintains confidential information; verifies documents for completeness and accuracy; composes correspondence and annual mail outs as necessary; Assists in maintaining departmental website; works extensively in Banner, Symplicity, and Argos, and/or other university software; compiles complex reports which may include research, calculation, and/or composition, reports include but not limited to, Judicial Reports, Residency Reports, Exemption Reports, and Financial Reports; requisition materials and maintain inventory for the department; serves as receptionist and information desk; provides individuals and general public with information on policies and procedures; makes arrangements for travel, meetings, and special programs; operates computer; may handle money; completes and maintains work order system for the department; assist in managing parents relations for the department; responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the Residential Living Department and other duties as assigned.

Supervision

Received: Reports to Director of Residential Living.

Given: Supervise students working in Residential Living Office or as appointed.

Education

Required: Associate's Degree or College Course work specifically in business or office management.

Preferred: Bachelor's Degree with Specialized experience in Residential Living Operations

Experience

Required: Four years of office/office management related experience or combination of training and/or experience.

Preferred: More than four years experience, with part at SRSU or related experience or prior housing related experience. Knowledge of Residential Living Software, Banner, and Argos.

Equipment/Skills

Required: Good communication skills (written and verbal) to effectively work with students, co-workers, and parents; standard office machines and computer skills, word processing, spreadsheet, and database. Must be able to work under stress, work independently, and as a team member in a professional manner.

Preferred: Keyboarding 55 wpm; Bilingual in Spanish or other languages.

Working Conditions

Usual: Office conditions; position usually works standard hours. Position is Security Sensitive.

Special: Working on weekends, and after hours is required during high peak times of the department. (Usually in August, December, January, and May); Ability to lift more than 15 pounds as needed.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.