

Sul Ross State University

Position Description

Official Title: Administrative Associate

Salary Group: Unclassified Group 2

Job Code: 4006

Summary

Function: Provides highly skilled assistance to the Assistant Vice President Institutional Effectiveness.

Scope: Manages preparation of high priority and sensitive materials; exercises independent judgment in a wide variety of routine and complex decisions in support of the HB 2504 and Institutional Effectiveness.

Duties

Essential: Keeps various administrative fiscal, and/or academic records; prepares and/or verifies documents for accuracy. Composes correspondence for signature; compiles complex reports which may include research, calculation, and composition; requisitions and maintains supplies of materials; provides individuals and general public with information policies and procedures; may make arrangements for travel, meetings, and special programs; performs tasks requiring high level of skill transcribing materials from dictation or draft; operates computer utilizing advanced expertise for word processing, spreadsheet applications, and/or data base management; operates administrative computer for entering data querying, and compiling reports; may maintain department web pages. Provides support for the Office of the Executive Vice President/Provost. 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 HB 2504 and Institutional Effectiveness, and other duties as assigned.

Supervision

Received: Reports to the Assistant Vice President Institutional Effectiveness.

Given: Supervises student and other classified employees.

Education

Required: High School with some college courses

Preferred: Bachelor's degree in Business, Accounting, or Public Administration.

Experience

Required: Three year related office management with supervisory experience.

Preferred: Four years related office management, with part at SRSU or other university.

Equipment/Skills

Required: Standard office machines; advanced computer skills; excellent writing skills; strong interpersonal skills.

Working Conditions

Usual: Office conditions; standard hours; exempt from overtime provisions, position is security sensitive; may involve some travel; may involve some evening and/or weekend hours.

Position is Security Sensitive. Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: May 2022