

The University of Texas at San Antonio

Job Description

Job Title: Helper/Department Assistant
Code: 15470
Salary Grade: 50
FLSA Status: Non Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide basic support for a department or section.
- Scope: Responsible for performing routine tasks as needed.

Duties

- Typical:
This position varies based on the needs of the section or department. Duties may include any or all of the following:
 1. Provides basic assistance in area assigned.
 2. Runs errands, cleans equipment and tools.
 3. Helps ensure facilities are operational, performs light cleaning, trash pick up.
 4. Rearranges furniture, opens rooms, secures rooms.
 5. Performs routine office/clerical tasks.
 6. Performs other duties as assigned.
- Periodic:
 1. N/A

Education

Required	Preferred
Completion of eighth grade. Ability to read and write English.	High school diploma or GED.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
None.	Experience in the field of assignment.

Equipment

Required	Preferred
None.	Equipment common to the field of assignment.

Working Conditions

Usual	Special
Vary based on assignment.	May be exposed to outdoor and seasonal weather.
	May be exposed to workplace hazards.

Supervision

Received	Given
Direct instruction and supervision by assigned supervisor.	None.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

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

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
