

The University of Texas at San Antonio

Job Description

Job Title: Senior Administrative Associate
Code: 19027
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To coordinate and/or direct the administration of a large department or unit.
- Scope: Responsible for fiscal, budgetary, personnel, faculty and other administrative matters of a department or unit. Makes complex administrative decisions requiring a thorough knowledge of regulations, policies and procedures.

Duties

- Typical:
 1. Uses initiative and independent judgment to relieve one or more administrators of administrative matters and decisions. Acts as an administrative specialist for the department or unit. Handles complex office decisions.
 2. Oversees the coordination of administrative duties. Supervises, hires and trains clerical staff and maintains personnel files. Establishes organizational policies, work rules and operating procedures.
 3. Assists in preparing department and/or unit fiscal year operating budgets. Maintains accounting records, prepares monthly reports and approves expenditures for multiple accounts.
 4. Collects data from various sources and analyzes for accuracy, completeness and relevance. Prepares complex, statistical, technical, financial, confidential and other various reports, charts and graphs.
 5. Performs other duties as assigned.
- Periodic:
 1. Provides counsel to administrator on departmental or institutional matters.
 2. Makes arrangements for official guests and receives them in the absence of the administrator.
 3. Performs annual evaluations of assigned clerical staff.

Education

Required	Preferred
High School diploma or GED.	Bachelor's Degree.

Other Requirements

Required	Preferred
Demonstrated ability to apply knowledge in everyday work situations while utilizing independent judgment.	Advanced knowledge of university organizational structure, policies, rules and procedures.
Criminal background check.	

Experience

Required	Preferred
Nine years of increasingly responsible administrative, clerical or office experience.	Similar experience with five or more years in higher education.
At the department's discretion, a Bachelor's degree may be substituted for five years of experience.	One or more years of supervisory experience.

Equipment

Required	Possible
Personal computer and standard office equipment.	Special equipment may be used in specific departments or sections.

Working Conditions

Usual	Special
Usual office conditions.	Occasional overtime and/or travel may be required.

Supervision

Received	Given
General supervision from administrator.	General supervision of clerical and administrative staff.

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.