

South Texas College

Job Announcement 2024-5030

Title: Administrative Assistant (Part-time Temporary)

Department: Human Resources

Reports to: Senior Administrative Assistant

Pay Grade: Part-Time

Salary Range: \$16.25/hour

Campus: Pecan Plaza

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Administrative Assistant provides administrative support to the Senior Administrative Assistant and provides assistance to all staff by performing the following essential duties and other duties as assigned.

Specific Duties and Responsibilities

Essential Functions:

1. Provides administrative support to the Senior Administrative Assistant and provides assistance to all staff within the Office of Human Resources.
2. Facilitates communications, plans and follows-up on administrative matters.
3. Processes administrative and clerical affairs of the Office of Human Resources.
4. Interacts with the public in a positive manner and answer questions regarding departmental matters.
5. Maintains human resources manuals to ensure employment laws are updated as required by federal, state and/or local laws.
6. Assists with compiling, typing and tracking reports, including, but not limited to online trainings and departmental meetings, as directed.
7. Manages and/or monitors multiple projects and coordinated tasks, with some weekend and evening work required to meet strict deadlines.
8. Handles inquiries and exercises sound judgment in referral of inquiries to appropriate staff.
9. Seeks to solve problems, address concerns, and plans ahead with great attention given to customer service, project quality, and exact detail.
10. Assists with annual budget development and subsequent preparation, including but not limited to monitoring budget, tracking of requisitions, invoices and purchase orders, and processing reconciliations.
11. Maintains supplies and arranges for equipment maintenance.
12. Coordinates and processes travel arrangements, authorizations/vouchers, mileage reimbursements, and applicable forms in a timely manner.
13. Conducts and maintains inventory on all department's assets and office supplies.
14. Assist with the preparation of cabinet updates, activity reports, overtime reports, and meeting minutes for the Office of Human Resources.

15. Assists with maintaining temporary agency staffing database and tracking of purchase orders.
16. Assists with interdepartmental projects, as assigned.
17. Performs other duties as assigned.

Required Education and Experience

1. Associate's Degree or a minimum of 60 earned college hours required.
2. At least one (1) years of work experience in a professional work setting required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Good critical-thinking and problem-solving skills.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
8. Ability to write routine reports and correspondence.
9. Ability to speak effectively before groups of students, customers or employees of organization.
10. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under South Texas College policy.
2. Security Sensitive position: In addition, subject to federal background check.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.

6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.