Employment Opportunity

Date Posted: 24 March 2015
CLOSING DATE: Open Until Filled

POSITION: Administrative Assistant

DEPARTMENT: Chemistry

SUPERVISOR: Department Chair

SUMMARY: This part-time, non-exempt position is responsible for providing administrative support of a Department’s routine business or academic activities.

RESPONSIBILITIES:

- Schedule student clerical and/or lab workers assignments and document their time entries on BANNER.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Manage faculty calendar; schedules and tracks meetings, conferences and travel.
- Operate office equipment, such as phone systems, copiers, fax machines and computers.
- Coordinate the maintenance and repair of office equipment.
- Work with Facilities department to submit work order requests to resolve office/building issues.
- Sort and route incoming correspondence, including faxes and email.
- Prepare outgoing mail, including letters of recommendation.
- Mail, fax, or arrange for delivery of correspondence.
- Perform data entry and prepare reports, letters, spreadsheets and other documents using word processing and database software.
- Maintain course files, including files of class materials.
- File and retrieve documents, records, reports, and other materials.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders, and verifying receipt.
- Coordinate and place book orders in accordance with established processes and timeframes.
- Assist in the maintenance of the department website in coordination with the Chairman.
- Monitor and reconcile budget to track expenditures.
- Assist in the preparation and/or proctoring of examinations.
- Supervise student clerical and/or lab workers.
- Perform additional duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

High School Diploma/GED. Some college work preferred, and office administration experience strongly desired. Ability to communicate effectively, both orally and in writing. Strong interpersonal skills, and the ability to work effectively with individuals throughout the University. The selected individual should be able to carry light materials and/or equipment as needed.
COMPENSATION: This part-time, non-exempt position pays an hourly wage based on experience and qualifications within an established pay range. Benefits include eligibility to participate in retirement plan, worker’s compensation, and prorated paid and unpaid leave as described in the employee handbook.

EMPLOYMENT ELIGIBILITY: All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

APPLICATION PROCEDURES: All applications should be submitted online. Inquiries regarding a posting can be made via fax, email or in person at:

Office of Human Resources  
Carpenter Hall  
1845 E. Northgate Dr.  
Irving, TX 75062  
Fax: (972) 721-4095  
E-mail: hr@udallas.edu