**Administrative Associate I Standard Job Description**

**Classification Title:** Administrative Associate I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 3

**Job Description Summary:**

The Administrative Associate I works under supervision and performs entry-level administrative support work. Promotes a respectful, positive, and welcoming environment.

**Essential Duties and Tasks:**

**60% Clerical**

* Greets visitors, answers and screens calls, provides general information and referrals, and schedules appointments.
* Makes arrangements for less complex meetings, appointments, conferences, and travel.
* Modifies forms or resources.
* Performs data entry and retrieval and maintains data files.

**20% Office Maintenance**

* Sorts and organizes office supplies and equipment.
* Maintains office reference materials including online office materials.
* Receives, sorts, and routes mail and performs other mail services.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* High school graduation or any equivalent combination of education and experience.

**Required Experience:**

* One year of experience in general office or clerical work.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Basic knowledge of word processing and spreadsheet programs.
* Interpersonal skills.
* Keyboarding skills.
* Written and oral communication skills.

**Additional Information**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift medium weight objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**