**Administrative Associate V Standard Job Description**

**Classification Title:** Administrative Associate V

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Administrative Associate V is responsible for highly advanced administrative support.

**Essential Duties and Tasks:**

**50% Clerical**

* Leads daily office support activities to ensure efficiency and effectiveness for the office.
* Supports staff with general operations tasks.
* Performs word processing, desktop publishing, presentation, and data management activities.
* Creates and maintains spreadsheets and databases.
* Schedules conference rooms, video conferencing, and other office related events.
* Makes arrangements and provides logistical support.
* Provides highly advanced organizational planning and problem-solving skills.

**30% Office Maintenance**

* Coordinates office supply inventory and equipment.
* Coordinates the maintenance of office reference materials including online office materials.
* Composes complex correspondence, reports, publications, and presentations, including editing and proofreading.
* Prepares, modifies, and verifies documents.
* Applies, interprets, and communicates policies and procedures and serves as a lead resource for answering questions regarding policies.
* Routinely evaluates procedures and workflows and makes recommendations for process improvement or administrative changes.
* Assists in the coordination of daily business workflow and the resolution of highly advanced and highly sensitive matters.
* Makes recommendations for process improvements, administrative changes, or new initiatives.
* Cross trains staff and student workers.

**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:**

* Five years of experience in general office or clerical work.

**Required Licenses and Certifications:**

* None

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

* Knowledge of word processing, spreadsheet and/or data entry applications.
* Strong verbal and written communication skills.
* Strong interpersonal and organizational skills.
* Maintains professionalism and composure.
* Ability to demonstrate initiative by independently taking action to solve problems.
* Attention to detail.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to move moderate weight objects.

**Additional Information**

**Other Requirements and Factors:**

* None

**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**