Part-Time Administrative Assistant

<table>
<thead>
<tr>
<th>Department</th>
<th>Texas Medical and Dental Schools Application Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>The University of Texas System</td>
</tr>
<tr>
<td>Location</td>
<td>Austin</td>
</tr>
<tr>
<td>No. of Openings</td>
<td>1</td>
</tr>
<tr>
<td>Hours per Week</td>
<td>19</td>
</tr>
<tr>
<td>Hourly Pay Rate</td>
<td>20.00</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>Standard 8AM to 5PM</td>
</tr>
<tr>
<td>Earliest Start Date</td>
<td>09/07/2023</td>
</tr>
<tr>
<td>Expected End Date</td>
<td>12/31/2023</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Benefits Eligible</td>
<td>No</td>
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About UT System
Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and five health institutions. The University of Texas System is primarily based in Austin, TX and is responsible for the central management and coordination of the thirteen institutions. Diversity and inclusion are core values for UT System, which serves the needs of a diverse and growing state. To that end, our review of applications will embrace the principles of the veterans and former foster children employment preferences (state laws), all of which are intended to promote diverse interview pools.

About Us
The Joint Admission Medical Program (JAMP) was created by the Texas Legislature in 2001 to assist economically disadvantaged students in acquiring the knowledge and skills to be successful in their applications to medical school. This program is a joint effort between Texas medical schools and undergraduate universities. JAMP encourages students aspiring to careers as physicians by offering mentoring, summer enrichment programs including clinical preceptorships at one of the Texas medical schools, scholarships and, ultimately, guaranteed acceptance to one of the participating Texas medical schools. The first undergraduate students joined JAMP in 2003 and entered medical school in 2006. Funded through the Texas Higher Education Coordinating Board, JAMP is a unique partnership between thirteen Texas medical schools and sixty-eight public and private four-year undergraduate institutions.

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Essential Functions
To provide general administrative support in support of departmental operations and provide specific support for the Texas Joint Admission Medical Program (JAMP) staff.

- Under the direction of the JAMP Associate Director, manage and maintain the JAMP website and social media accounts, providing regular updates, relevant content, and engaging with stakeholders.
- Process student application files efficiently, following established procedures and aiming for a reduction in processing time.
- Prepare and distribute correspondence concerning the progress of participants using JAMP’s MCAT preparation Resources to the relevant stakeholders, ensuring timely and accurate communication.
• Maintain calendars and coordinate meetings, including scheduling, room arrangements, agenda preparation, taking minutes, and arranging catering.
• Monitor and maintain the department email inbox, ensuring it is organized and up-to-date, promptly responding to and routing emails with courteous and efficient customer service.
• Prioritize and handle incoming calls, ensuring that they are screened, routed, and addressed promptly and professionally.
• Assist with general customer service inquiries, addressing questions or concerns from stakeholders in a prompt and professional manner.
• Process, prepare, type, and edit correspondences with accuracy and attention to detail.
• Scan records in accordance with departmental timelines, maintaining organized and up-to-date records and databases, including student and administrative records.
• Perform basic tasks using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, OneNote and Publisher), virtual meeting applications such as Microsoft Teams and Zoom, and other standard office software.
• Open, sort, and distribute mail, ensuring timely delivery and appropriate handling of important documents.
• Utilize standard office equipment such as copy machines, phones, and fax machines.
• Demonstrate strong attention to detail and problem-solving skills in daily tasks.
• Provide excellent customer service, ensuring stakeholders' needs are met and inquiries are addressed promptly and professionally.

Required Qualifications
High school diploma or GED and 1 year of secretarial or administrative experience required. One year of college (30 semester hours) may be substituted for one year of the required experience.

Preferred Qualifications
Three years secretarial experience and customer service skills. Proven experience in administrative support roles, preferably in an academic or healthcare setting. Knowledge of standard office practices and procedures. Proficiency in using Microsoft Office Suite and virtual meeting applications such as Microsoft Teams and Zoom. Strong attention to detail and problem-solving skills. Knowledge of the medical school application process and/or experience in a medical education program is an asset.

Working Conditions
Work is performed in an office environment. Uses personal computer and other standard office equipment. Requires occasional evening or weekend hours and occasional travel.

How to Apply
Send one email to tfreemansavage@utsystem.edu as specified below.
• Subject Line: Part-Time Administrative Assistant - First Name Last Name
• Attach the following documents as Word or PDF files:
  o REQUIRED - Employment Application (https://cms.utsystem.edu/sites/default/files/offices/human-resources/JobPostings/Employment_Application.pdf)
  o REQUIRED - Resume
  o Cover Letter
  o 3 Professional References (incl. contact information)

Additional Information
This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.
Equal Opportunity/Affirmative Action
The University of Texas System is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Talent & Innovation.

Please direct questions to the Office of Talent & Innovation.