

Part-Time Administrative Associate



THE UNIVERSITY of TEXAS SYSTEM
THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

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| Department | University Lands |
| Institution | The University of Texas System |
| Location | Houston |
| No. of Openings | 1 |
| Hours per Week | 19 |
| Hourly Pay Rate | \$25.00 (Negotiable - Commensurate with Experience) |
| Work Schedule | Monday - Friday |
| Earliest Start Date | 8/22/2023 |
| Expected End Date | None |
| FLSA Status | Non-Exempt |
| Benefits Eligible | No |

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 University Lands

University Lands is the fiduciary steward of 2.1 million acres of land across 19 counties in West Texas, managing both the surface and mineral interests for the benefit of the Permanent University Fund (PUF). The PUF is one of the largest university endowments in the United States and benefits more than 20 educational and health institutions across The University of Texas System and Texas A&M University System. In addition to mineral leases for energy development, revenue for the PUF comes from leasing surface rights for a variety of purposes, including schools, hospitals, churches, and ranching. Renewable energy is a growing source of revenue, with several solar and wind energy developments placed on PUF lands. And University Lands is able to supply water to several West Texas municipalities from major and minor aquifers on the lands. These activities are an economic engine for Texas, producing thousands of jobs and commercial activity in addition to generating millions of dollars in state tax revenue and billions in GDP annually. University Lands strives to be the best land management organization in the country, providing prudent stewardship aimed at protecting the environment while earning the best possible return on investment. Achieving this mission ensures the lands continue to thrive for generations to come, supporting not only Texas public higher education but also life-changing and life-saving research and innovations that improve the lives of Texans and people around the world.

Essential Functions

- Receive visitors at the front desk and announce them appropriately.
- Answer incoming calls, screen and forward as needed. Take and relay messages as needed.
- Receive, open, sort, and distribute daily mail and deliveries, calling attention to important items. Prepare outgoing deliveries.
- Maintain office security by following safety procedures and controlling access via the receptionist desk.
- Provide direct support to the Assistant to UL Executive.
- Provide general administrative and clerical support including typing, filing, faxing, scanning and data entry.
- Prepare and submit reports, invoices, vouchers, and other documents.
- Operate photocopier and other office machines, operate laptop and/or PC to input, process, and retrieve data.
- Coordinate travel and administer detailed travel reimbursements in UTS accounting platform (Concur).

- Provide backup support during company meetings and events. Schedule usage of conference rooms.
- Report inventory needs to leader. Stock relevant items to reception area and break room upon delivery.
- Create and edit Excel spreadsheets and Word documents.
- Perform all other position related duties as assigned or requested.
- This is a summary and does not include all responsibilities. Job duties and responsibilities can/will change under the direction of the Assistant to UL Executive's discretion.

Required Qualifications

Requires a high school diploma and a minimum of 3 years administrative experience.

Preferred Qualifications

Extensive knowledge and understanding of standard administrative functions combined with 5-7 years of progressively responsible administrative experience.

Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment. Requires occasional evening or weekend hours and travel outside of Houston (approx. 5-10%)

How to Apply

Send one email to nelliotttharvest@utsystem.edu as specified below.

- Subject Line: Part-Time Administrative Associate - First Name Last Name
- Attach the following documents as Word or PDF files:
 - Employment Application (https://cms.utsystem.edu/sites/default/files/offices/human-resources/JobPostings/Employment_Application.pdf)
 - Resume

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](#).