

Part-time Administrative Assistant



The University of
Texas System

Department	Office of External Relations, Communications, and Advancement Services
Institution	The University of Texas System
Location	Austin
No. of Openings	1
Hours per Week	19
Hourly Pay Rate	\$25.00
Work Schedule	Flexible Schedule between Monday-Friday, 8:00 am - 5:00 pm
Earliest Start Date	Immediately
Expected End Date	N/A
FLSA Status	Non-Exempt
Benefits Eligible	No

About UT System

For more than 140 years, The University of Texas System has improved the lives of Texans — and people all over the world — through education, health care, and research. The System consists of nine academic institutions, five health institutions, and The University of Texas System Administration. The institutions of the UT System employ more than 116,000 faculty, health care professionals, researchers, support staff, and student workers.

The UT System Administration is primarily based in Austin, Texas. It supports the missions of the System's fourteen institutions by providing financial, legal, planning, purchasing, government relations, communications, development, and other central services. Serving a growing state, the UT System Administration strives to provide a welcoming, supportive work environment that embraces different perspectives - not only because it enables the organization to be stronger, creative, and thoughtful, but because it is the right thing to do. To that end, UT System Administration embraces state laws on [military](#) and [former foster children](#) employment preferences.

About Office of External Relations, Communications, and Advancement Services

The Office of External Relations, Communications and Advancement Services connects The University of Texas System with the public through strategic communications. Our four areas of expertise – External Relations, Media Relations and Communications, Events and Advancement Services – are driven by an expert team of individuals who support all 14 UT institutions and the UT System Administration offices, as needed, and reinforce the UT System's high standard of excellence and partnerships at local, state and national levels.

Position Purpose

Provide general administrative support with a heavy emphasis on data entry and records management.

Essential Functions

- Data entry of sensitive information into secured databases
- Assist with digitization and scanning of documents for electronic files
- Assist with logistic preparation for electronic mailings
- Other related administrative tasks as assigned

Knowledge, Skills & Abilities

- Strong communication skills, both verbal and written
- Strong organizational skills, capable of managing multiple tasks efficiently
- Ability to adapt and work collaboratively with team members

Required Qualifications

- High school diploma or GED
- Basic computer skills and experience with Microsoft Office suite

Preferred Qualifications

- Previous experience in an office setting

Working Conditions

- Position requires physical presence in the office.

How to Apply

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

- Subject Line: Part-time Administrative Assistant - First Name Last Name
- Attach the following documents as Word or PDF files:
 - [Employment Application](#)
 - Resume
 - Cover Letter
 - 3 Professional References (include 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 Administration is a federal contractor committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the Office of Talent and Innovation at oti@utsystem.edu.