

Sul Ross State University

Position Description

Official Title: Program Support Specialist – Small Business Development Center
Salary Group: 10 Exempt **Job Code:** 4014

Summary

Function: Performs tasks using proprietary database Web Client Activity Tracking Software. complete a certification process at UTSA, keeps various administrative and fiscal records; handles and maintains confidential loan package information; maintains social networking pages; maintains social networking pages; receptionist.

Scope:

Duties

Performs tasks using proprietary database NeoSerra, proficient with Microsoft Word and Excel software; interfaces with regional network office at the University of Texas San Antonio and must complete a certification process at UTSA, keeps various administrative and fiscal records; handles and maintains confidential loan package information; maintains social networking pages; verifies documents for completeness and accuracy; composes correspondence; compiles complex reports which may include research, calculation, and composition; requisitions materials; serves as receptionist, provides individuals and general public with information on policies and procedures; makes arrangements for travel, meetings, and special programs; handles registration money for conferences. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: General instructions and work periodically reviewed by department head.

Given: May supervise student and other part-time employees.

Education

Required: High school graduate or equivalent with business courses.

Preferred: College or business school courses

Experience

Required: Four years secretarial experience or combination of training and/or experience;

Preferred: More than four years experience, with part at SRSU or related experience

Equipment/Skills

Required: Standard office machines and computer skills..

Preferred: Word processing, spreadsheet, and database.

Working Conditions

Usual: Office conditions; standard hours. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: April 2015