

Part-Time Administrative Assistant



The University of
Texas System

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| Department | Texas Medical and Dental |
| Institution | The University of Texas System |
| Location | Austin |
| No. of Openings | 1 |
| Hours per Week | Up to 19 |
| Hourly Pay Rate | \$20 |
| Work Schedule | Flexible within 8am-12pm or 1pm-5pm, Monday-Friday |
| Earliest Start Date | Immediately |
| 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 JAMP

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.

Position Purpose

To provide general administrative support with a heavy emphasis on data entry related to business operations and student data for the Texas Joint Admission Medical Program (JAMP).

Essential Functions

- Demonstrate strong attention to detail and problem-solving skills in daily tasks.
- Process student application files efficiently, following established procedures and aiming for a reduction in processing time.
- Scan records in accordance with departmental timelines, maintaining organized and up-to-date records and databases, including student and administrative records.
- Monitor and maintain the department email inbox, ensuring it is organized and up-to-date, promptly responding to accuracy and attention to detail, and routing emails, where appropriate.

- Prioritize and handle incoming calls, ensuring they are screened, routed, and addressed promptly and professionally.
- Open, sort, and distribute mail, ensuring timely delivery and appropriate handling of essential documents.
- Provide excellent customer service, ensuring stakeholders' needs 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.
- Basic computer skills and experience with Microsoft Office suite, Microsoft Teams, and Zoom.

Knowledge, Skills and Abilities

- Strong communication skills, both verbal and written
- Punctuality and reliability
- Ability to adapt and work collaboratively with team members as priorities change
- Excellent problem-solving skills and teamwork
- Ability to maintain strict security and confidentiality standards

Preferred Qualifications

- Some college is preferred
- Prior experience in working with students or admissions office
- Proven record of excellent organizational, time management skills
- Prior experience working with sensitive student records
- Proven ability to meet deadlines

Working Conditions

- Work is performed in an office environment.
- Uses personal computer and standard office equipment.
- Role will begin in-office with a possible transition to a hybrid (remote & office presence) work schedule.

How to Apply

Send one email to tfreemansavage@texasjamp.org 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 (*Optional*)
 - 3 Professional References (*Optional*)

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.