



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Senior Administrative Assistant

Job Code: 164

Overtime Pay: Ineligible

Primary Responsibility

This is work directly assisting a Vice President, Vice Provost, Dean or comparable level administrator.

Typical Tasks

Coordinates and assists with all matters involving the administrator's activities requiring regular interaction with all levels of the administration.

Coordinates administrative activities between the administrator and his or her directors or chairpersons.

Speaks on behalf of the administrator exercising trustee discretion.

Coordinates the collection, compilation, analysis, and submission of data for formal administrative reporting.

Assists in developing operating budget requests.

Maintains financial records for the unit.

May manage personnel and payroll for the unit.

Projects budget needs.

Interprets applicable University of Central Florida rules, policies, and procedures governing office operations.

Minimum Qualifications

A high school diploma and eight years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact  
Compensation and Classification in Human Resources at  
[Comp@mail.UCF.edu](mailto:Comp@mail.UCF.edu)  
or call (407) 823-2771

UCF Human Resources website:  
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Senior Project Assistant

Job Code: 271

Overtime Pay: Eligible

Primary Responsibility

This is work providing lead support for the assignment, coordination, and tracking of administrative projects.

Typical Tasks

Serves as the lead point person for projects and project phase status.

Provides lead support to project managers.

Serves as the lead to monitor and advise UCF administrators regarding project progress and trends.

Attends meetings with administrators for project planning and project implementations.

Assists in coordinating with university departments and external agencies to coordinate project efforts and necessary resources.

Minimum Qualifications

A high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Executive Administrative Assistant

Job Code: 189

Overtime Pay: Eligible

Primary Responsibility

This is work directly assisting an Assistant Vice President or higher level administrator.

Typical Tasks

Coordinates and assists with all matters involving the administrator's activities requiring regular interaction with all levels of the administration.

Coordinates administrative activities between the administrator and his or her directors or chairpersons.

Speaks on behalf of the administrator exercising trustee discretion.

Coordinates the collection, compilation, analysis, and submission of data for formal administrative reporting.

Assists in developing operating budget requests.

Maintains financial records for the unit.

May manage personnel and payroll for the unit.

Projects budget needs.

Interprets applicable University of Central Florida rules, policies, and procedures governing office operations.

Minimum Qualifications

A high school diploma and eight years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Legal Assistant  
Job Code: 218

Overtime Pay: Eligible

Primary Responsibility

This is work performing legal assistant support work for an attorney.

Typical Tasks

Processes and prepares legal documents, administrative rule changes, contracts, copyrights, patents, licensing agreements, letters, documents, and correspondence. Drafts basic legal documents for an attorney's signature. Assembles, organizes, and maintains legal documents, contracts, and files. Researches, collects, and compiles legal information. Assists an attorney in the analysis, interpretation, and distribution of policies, procedures, laws, and regulations. Serves as an initial contact for people seeking legal advice or consultation. Contacts other attorneys and officials as directed.

Minimum Qualifications

A high school diploma and seven years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Administrative Assistant  
Job Code: 163

Overtime Pay: Eligible

Primary Responsibility

This is work performing or supervising all office functions and procedures for a college, division, or large administrative or academic department. Office functions include budget maintenance, payroll certification, personnel actions, purchasing requests, travel arrangements, property and inventory or supervision of clerical and secretarial staff.

Typical Tasks

Assists in developing operating budget requests.  
Maintains financial records for the unit.  
Manages personnel and payroll for the unit.  
Processes personnel action forms.  
Reconciles budgets.  
Projects budget needs.  
Certifies payroll.  
Initiates travel forms.  
Initiates purchase requisitions.  
Takes inventory.  
Interprets applicable University of Central Florida rules, policies, and procedures governing office operations.  
Serves in liaison with other departments.  
May coordinate academic course assignments and course scheduling with faculty, Academic Affairs, Registrar's Office, and other related offices.

Minimum Qualifications

A high school diploma and seven years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Paralegal Specialist

Job Code: 186

Overtime Pay: Eligible

Primary Responsibility

This is work performing paralegal tasks for the General Counsel's Office.

Typical Tasks

Conducts legal research using appropriate University and external resources.

Researches and analyzes statutes, administrative codes, recorded judicial decisions, legal articles, constitutions in order to draft legal documents such as briefs, pleadings, appeals, and contracts.

Assembles and organizes legal information.

Assists in analyzing, interpreting, and distributing policies, procedures, law, and regulations as they pertain to the University.

Drafts legal documents and correspondence for signature.

Under the supervision of the General or Associate Counsels, drafts, edits, and performs all promulgation functions related to the University's rule making (adoptions, amendments, and repeals).

Follows statutory and procedural requirements to formalize and submit administrative rules to legislature and fulfills legal noticing requirements for administrative rule changes.

Represents the General Counsel in contacts with other attorneys and other public officials.

Maintains the law library for the General Counsel's Office.

Minimum Qualifications

A high school diploma and seven years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Office Manager  
Job Code: 161

Overtime Pay: Eligible

Primary Responsibility

This is work performing or supervising all office functions for a unit or one or more office functions for a large unit. Office functions include budget maintenance, payroll certification, personnel actions, purchasing requests, travel arrangements, property and inventory or supervision of clerical and secretarial staff.

Typical Tasks

Processes personnel action forms.  
Reconciles budgets.  
Certifies payroll.  
Initiates travel forms.  
Initiates purchase requisitions.  
Takes inventory.  
Interprets applicable University of Central Florida rules, policies, and procedures governing office operations.  
Serves in liaison with other departments.  
Projects budget needs.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Marketing Specialist  
Job Code: 162

Overtime Pay: Ineligible

Primary Responsibility

This is work marketing goods, services or programs available through a unit at the University of Central Florida.

Typical Tasks

Makes contacts with organizations, University departments or individuals regarding available goods, services or programs.  
Assists in developing marketing and promotional programs and advertising media.  
Oversees bookings.  
Assists in negotiating arrangements.  
May create promotional material.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Office Assistant  
Job Code: 159

Overtime Pay: Eligible

Primary Responsibility

This is work performing one or more office functions for a unit. Office functions include budget maintenance, payroll certification, personnel actions, purchasing requests, travel arrangements, property and inventory or supervision of clerical and secretarial staff.

Typical Tasks

Processes personnel action forms.  
Reconciles budgets.  
Certifies payroll.  
Initiates travel forms.  
Initiates purchase requisitions.  
Takes inventory.  
Interprets applicable University of Central Florida rules, policies, and procedures governing office operations.  
Serves in liaison with other departments.  
Projects budget needs.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Program Assistant

Job Code: 160

Overtime Pay: Eligible

Primary Responsibility

This is work performing paraprofessional support tasks in an administrative or academic unit.

Typical Tasks

Collects and analyzes data.  
Processes applications and transcripts.  
Answers academic eligibility requirements inquiries.  
Calculates student GPAs.  
Performs paralegal tasks.  
Assists with student enrollment and registration in a college.  
Orders or sells tickets for special events.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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