**YOUR NAME HERE**

**Administrative Assistant II - 100%:**   
**College of Science and Engineering Advising Center**  
**Qualifications Chart**

*Fill in how/if you meet the required and preferred qualifications for this position.*

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| **Required Qualifications** | **Demonstrate How You Meet the Qualification** |
| Experience using PC computers |  |
| Demonstrated skill in using computer software, specifically MS Word and Excel (must address software individually) |  |
| Demonstrated ability to use standard office equipment including fax, copier, and printer. |  |
| Demonstrated knowledge and application of business and phone etiquette |  |
| Demonstrated ability for clear and concise verbal and written communication. |  |
| Demonstrated ability to multi-task and work in a demanding business environment. |  |
| Demonstrated ability for attention to detail, strong organizational skills, and ability to follow written and oral instructions. |  |

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| **Preferred Qualifications** | **Demonstrate How You Meet the Qualification**  **If not, write N/A** |
| Experience working as an administrative assistant in a business or professional office. |  |
| Experience working as an administrative assistant at Texas State University. |  |
| Experience using SARS Grid calendar software. |  |
| Experience using the Banner Student Information system. |  |
| Experience using the Banner Document Management System. |  |