

**SEDL**  
**Administrative Services (Room 120)**  
**4700 Mueller Blvd., Austin, Texas 78723**  
**(800) 476-6861 or (512) 476-6861, ext. 6520 (Voice) or (512) 391-6578 (TT)**

**AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**NOTICE OF SEDL VACANCY**

INTERNAL POSTING

Opens: February 4, 2011  
Closes: February 10, 2011

**POSITION TITLE:** ADMINISTRATIVE ASSISTANT  
(This NON-EXEMPT position is based in SEDL's Austin office.)

**SEDL UNIT:** DISABILITY RESEARCH TO PRACTICE (DRP) PROGRAM

**BASIC PURPOSE:** This individual will lead and coordinate multiple administrative support activities for the DRP Program. Routinely confers/coordinates with the DRP Program Manager to ensure that programmatic work is carried out within defined scopes of work and budget. Manages multiple complex databases for a variety of stakeholder groups including people with disabilities, federal grantees and staff, disability-oriented associations and organizations, research and evidence collection organizations, and consumer groups. Prepares confidential fiscal/personnel documents to support programmatic work. Coordinates all administrative tasks related to departmental budgeting and planning, personnel, purchasing, and travel. May supervise temporary staff members, and coordinates with vendors and consultants. Normally receives no directions on routine tasks, and general supervision on assigned tasks.

**RESPONSIBILITIES:**

- 1.\* Leads and coordinates administrative aspects of programmatic office procedures (e.g., correspondence, record keeping, answering the telephone including TDD, DRP Program calendar maintenance, proposal document development, database management, report preparation and distribution/processing of DRP materials both via U.S. Mail and electronically.
- 2.\* Completes and monitors all documents related to DRP Program activities, including travel, webcasts, workshops, knowledge translation information events, and personnel records.
- 3.\* Completes and monitors all documents related to the use of consultants for various DRP Program activities including Requests for Consultative Services, Consultant Service Agreements, Purchase Requisitions, Invoices, Travel Authorizations, and Travel Vouchers.
- 4.\* Leads and coordinates administrative aspects of institutional office procedures (e.g., record keeping, contact logs and databases, subcontract invoice processing, faxing, email campaigns, and mail processing).

(continued)

- 5.\* Performs confidential administrative duties for the DRP Program as may be needed.
  - 6.\* Leads and coordinates logistics for DRP Program meetings and workshops, conferences, advisory board events, and related staff and consultant travel.
  7. Perform other duties as may be assigned by the DRP Program Manager.
- \* indicates an essential function of the position

**MINIMUM SKILLS REQUIRED:** Proven ability to organize and manage office systems for productive work flow and information collection and to use database applications to manage information and generate reports for different audiences. Demonstrated proficiency with Word, Excel, Filemaker Pro, or other compatible software packages. Knowledge of e-mail applications and Web browsers. Strong oral and written communication skills and ability to cultivate and maintain good customer relationships; basic quantitative skills for budgeting, monitoring expenses, and preparing travel reimbursements; attention to detail, and ability to manage contacts with a variety of stakeholders. Ability to work independently and as a team member to successfully accomplish tasks. Ability and willingness to work with multilingual, multiethnic, and multiracial coworkers, people with disabilities, and other constituencies. Ideal candidate is creative, willing to learn, well organized, and good at problem solving.

**MINIMUM EDUCATION REQUIRED:** High School Diploma or equivalent.

**MINIMUM EXPERIENCE REQUIRED:** Five years successful, relevant work experience, including at least three years experience with increasing administrative responsibility with complex, confidential projects requiring initiative and attention to detail. Prefer experience in a non-profit, disability-oriented, and/or governmental organization.

**WILL BE SUPERVISED BY:** Program Manager, Disability Research to Practice program.

**TRAVEL:** Individual must be willing and able to perform all travel (including overnight and commercial airline travel) that is necessary to accomplish the principal accountabilities associated with (and/or the essential functions of) the position. Travel for this position is estimated at 5% or less.

**SALARY:** Administrative Assistant is on Pay Grade 8 of SEDL's Salary Structure. The total salary range for this position is \$39,804 - \$58,896. The initial salary shall generally fall within the first third of the range, which is \$39,804 - \$46,168. Initial salary is dependent upon the successful applicant's relevant experience and education; plus exceptional benefits package.

Funding for this position is made available from several national federal grant-supported projects and is considered "soft money". Continued employment is dependent upon SEDL's needs, the availability of funds, and the staff member's satisfactory performance. The successful applicant will be employed initially on a probationary basis generally not to exceed six months.

SEDL does not discriminate against staff members or applicants because of race, color, creed, religion, national origin, age, sex, sexual orientation, marital or veteran status, or disability. SEDL also implements Affirmative Action Policies and procedures as required by the Office of Federal Contracts Compliance Program of the U.S. Department of Labor. SEDL does comply with City indoor air ordinances by prohibiting smoking of any kind, at any time, in any portion of SEDL's space in any of its offices. SEDL maintains a Drug-Free and Alcohol-Free Workplace as required by state and federal law.

NOTE: SEDL participates in the U.S. Department of Homeland Security E-Verify Program as required by law. If offered employment by SEDL, the successful applicant shall be required to allow SEDL to examine her/his valid original U.S. Social Security Number Card and other such documents as may be required by the U.S. Citizenship and Immigration Services as evidence of identity and employment eligibility.

SEDL reserves the right to (a) not fill this position or (b) re-open this position's notice of vacancy. The applicant should be aware that, as a condition of employment, SEDL may require a release of information concerning (a) a background security check or (b) status of your driving record (if position requires travel).

**TO APPLY:** Please submit a SEDL online application form to Human Resources prior to 5:00 p.m., February 10, 2011. Contact Tracy or Sue for an access code, which will allow you to complete the online application form.

Sue Liberty  
Human Resources Generalist