



**University of Houston-Downtown
Job Description**

Job Title: Coordinator, ABTC
FLSA Category: Non-Exempt
Grade: 22
Job Code: 5536

DUTIES

Job Summary: Coordinates all office responsibilities as well as maintains two classrooms used for computer training

Duties and Responsibilities:

- Consults and registers clients on various computer training courses
- Prepares financial reports on daily income
- Installs and maintains software and hardware for classroom trainings
- Prepares payroll statements and purchase vouchers with PeopleSoft
- Teach basic introduction classes related to computer as assigned by Director.

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree
Experience: Minimum of three (3) years
Licenses/Certification: None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.