

Job Description

The primary accountabilities below are intended to describe the general nature and level of work being performed.

Job Title:	Executive Assistant I
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Job Code:	2760
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Job Family:	Administrative Services
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Job Sub Family:	Administrative Support
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Position Details

Job Grade:	4
Salary Plan:	Administrative/Professional

FLSA Classification:	Exempt-Monthly
Retirement Program:	TRS

Supervisory Duties:	Yes
Career Ladder:	Pre-Defined

Campus Security Authority:	No
Priority Category:	Essential

Summary

The Executive Assistant I to VP, Administration and Finance is responsible for providing complex professional and administrative support the Executive VP, Administration and Finance by managing office staff; acting as a liaison with reporting departments, or other contacts. Work includes coordinating communications, activities, and high-level operations. Participates in the planning and implementation of initiatives for a moderately sized division.

Qualifications

Required Education	Associate's Degree.
Required Experience	Minimum of 5 years in executive level administrative support experience.
License/Certification	None
Background Check*	Yes *Criminal History Background Checks are required for all employment types.

Essential Job Duties

May prepare notices or agendas for meetings and hearings for the Executive VP, Administration and Finance.
Coordinates calendars, meetings, and other activities with internal and external professionals and community relationships on behalf of the Executive VP, Administration and Finance.
Performs data analysis, prepares spreadsheets, runs PeopleSoft financial reports, reviews management methods in order to improve workflow, simplify procedures, and implement cost reduction.
Secures the orderly processing of documents, orders, and other forms according to standard approved procedures.
Manages office staff, delegates assignments, and supervises all work assuring the highest quality standards. Serves as time approver for VP support staff.

Supervisory Responsibility

Provide supervision of staff, including defining job duties, overseeing employee performance, providing guidance and support, and communicating organizational needs in accordance with the University's objectives, policies and applicable laws.

Performs all other duties as assigned.

Knowledge, Skills, and Abilities

1. Knowledge of office related business practices and procedures.

2. Knowledge of Microsoft Suite (Word, Excel, etc.).

3. Proficient interpersonal and communication skills.

4. Ability to exercise discretion, confidentiality, and judgement when dealing with sensitive issues.

5. Ability to handle high-level administrative issues.

6. Ability to exercise discretion and independent judgment and act upon decisions within scope of delegated authority.

7. Analytical skills to ascertain problems and identify solutions.

8. Supervisory skills to manage and lead staff.

Physical Work Environment

Work is generally performed in a standard office environment with frequent participation in meetings and events on and off campus.

Adverse Working Conditions

None.

The Office of Human Resources has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Office of Human Resources reserves the right to change this job description and/or assign tasks for the employee to perform as the Office of Human Resources may deem appropriate.