

Job Description

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

Job Title:	Executive Assistant II	Job Code:	2761
Job Family:	Administrative Services	Job Sub Family:	Administrative Support

Position Details

Job Grade:	5	FLSA Classification:	Exempt-Monthly
Salary Plan:	Administrative/Professional	Retirement Program:	TRS
Supervisory Duties:	Yes	Campus Security Authority:	Yes
Career Ladder:	Pre-Defined	Priority Category:	Essential

Summary

The Executive Assistant II to Provost is responsible for providing advanced professional and administrative support to the Provost by managing office staff and acting as a liaison with reporting departments, institutions, or other contacts. Work includes coordinating communications, activities, and high-level operations. Participates in the planning and implementation of initiatives for a large division.

Qualifications

Required Education	Associate's Degree.
Required Experience	Minimum of 7 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 Provost.
Coordinates calendars, meetings, and other activities with internal and external professionals and community relationships on behalf of the Provost.
Manages the planning or preparation of reports, correspondence, studies, forms, manuals, and publications.
Performs data analysis, prepares spreadsheets, runs PeopleSoft financial reports, reviews management methods in order to improve workflow, simplify procedures, 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.

Participates in the coordination of a wide variety of special projects and/or assignments.

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 in interacting with a broad range of internal and external constituents.

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.