

# University of Houston – Clear Lake

## Position Description

Job Title: **Executive Assistant to the Provost**

Job Code: **2770**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

|                       | REQUIRED   | PREFERRED                      |
|-----------------------|--|--------------------------------|
| Education             | Bachelor's degree  | Master's or higher             |
| Experience            | Ten years experience in administrative setting, with increasing levels of responsibility | Experience in higher education |
| License/Certification |  |                                |

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

Serves as executive assistant for the Provost of the University of Houston-Clear Lake, and is responsible for advisement regarding operation of the office, with special attention to continuous improvement of office operations. Assists the Provost with internal and external constituents. Composes correspondence for Provost. Reports to and provides day-to-day and long-range assistance to Provost on wide range of assignments and special projects.

| Duties and responsibilities   | % Time |
|---|--------|
| Responsible for overall operation and management of the Office of the Provost and for administrative functions related to office. Provides leadership to staff and encourages continuous improvement, monitoring performance and monitoring staff development.  | 20     |
| Composes/writes correspondence, reports, scripts for events, etc. for Provost, including responses to internal and external correspondence, follow-up related to meetings and events, letters of recognition, acknowledgement, appreciation, etc. Meets regularly with Provost and Executive Secretary.   | 15     |
| Assists Provost in meetings with broad range of internal and external individuals and groups, frequently related to matters of immediate concern, and coordinates responses, solutions and follow-up with Provost and other university officers as appropriate. Evaluates and researches variety of issues, problems, etc. and makes assessments in order to advise and assist the Provost. | 15     |
| Assist Provost in shared governance issues and related matters. Serves as Provost Office representative for variety of internal and external events and activities as needed or requested by Provost.   | 10     |
| Assists Provost as a liaison to UHS and UHCL offices listed below on various matters: Offices of Communication, Advancement, Sponsored Programs, Institutional Effectiveness and International Initiatives, the Environmental Institute of Houston, University Computing and Telecommunications, Faculty Senate and Deans.  | 10     |

|   |    |
|---|----|
| Coordinates Academic Council and Dean's Council activities including meetings, agenda, outcomes and follow-up. Assists Provost with internal and external reports and documents.  | 10 |
| Plans and carries out variety of special events and projects including visits by public figures, government officials, university-sponsored functions for external groups, etc. Oversees arrangements for Provost's official entertainment. Coordinates graduation activities with the Office of the President. | 10 |
| Works closely with leadership team on a regular basis to foster effective communication and project management between other departments and Provost's Office. Provides support to the Provost in carrying out responsibilities and performs other duties as needed and/or requested.                           | 10 |

***This position description describes the general qualifications, duties and responsibilities of work being performed.***