

University of Houston – Clear Lake

Position Description

Job Title: **Executive Associate to the President**

Job Code: **2775**

Pay Grade: **060** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree	Master's degree or higher
Experience	Seven years in Administrative role in Administrative office	Seven years or more in higher education administration
License/Certification		

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

POSITION SUMMARY

Serves as chief of staff for the President of the University of Houston-Clear Lake, and is responsible for overall management and operation of the office including personnel, planning, budgeting, and assessment, with special attention to continuous improvement of office operations. Serves as a primary liaison with broad range of internal and external constituents. Composes correspondence for the President. Reports to and provides day-to-day and long-range assistance to President on wide range of assignments and special projects.

Duties and responsibilities	% Time
Responsible for overall operation and management of the President's Office and for administrative functions related to the office including personnel, planning, budgeting, and assessment. Provides leadership to staff in the President's Office, encouraging continuous improvement, monitoring performance, monitoring staff development, and conducting annual assessments. Composes/writes correspondence and reports for the President including responses to internal and external correspondence, follow-up related to meetings and events, letters of recognition, acknowledgement, appreciation, etc. Reviews President's mail and oversees coordination of follow-up to assure that matters are responded to in a timely manner. Oversees President's calendar, meeting regularly with President, Administrative Assistant and other staff	20
Responds to and meets 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 the President and other appropriate university officers. Evaluates and researches variety of issues, problems, etc. and makes assessments in order to advise and assist the President.	20
Serves as representative of Office of the President division to Planning and Budgeting Committee and University Life Committee; member of Administrative Team. Coordinates searches for administrative positions reporting to the President, and chairs and/or serves on variety of institutional search committees, task forces, and special project committees. Serves as a representative of the Office of the President and/or UHCL for variety of internal and external events and activities as needed or as requested by the President. Oversees maintenance of University's permanent art collection and serves as UHCL representative to UHS Art Acquisitions Committee.	20
Serves as a university resource on issues related to UH System and UHCL protocol. Also serves as a primary liaison with UH System on matters related UHS Board of Regents agenda item	20

<p>submission, legal counsel services for UHCL, special events, data acquisition, etc. Serves as a primary liaison with UH System Governmental Relations office, organizing and overseeing system to provide UHCL input and analysis on proposed legislative bills, and in responding to legislative and state agency requests for data, information, etc.</p>	
<p>Oversees UHCL's policy development process through shared governance, including policy maintenance, dissemination, and review. Coordinates University Council (UHCL's shared governance leadership group) including meetings, agenda, outcomes, and follow-up.</p>	10
<p>Plans and carries out variety of special events and projects including visits by public figures, governmental officials, university-sponsored functions for external groups, etc. Oversees arrangements for President's official entertainment. Coordinates platform party activities related to UHCL commencement ceremonies including communication with UH System and Board of Regents representatives, commencement speakers, and other platform party dignitaries. Coordinates arrangements related to special presentations such as honorary degrees, presidential medals, etc. Provides support to the President in carrying out responsibilities, and performs other duties as needed and/or requested.</p>	10

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