

JOB INFORMATION

Effective Date	10/13/2022
Job Code:	2761
Job Title:	Executive Assistant II
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	The Executive Assistant II to the Vice President or Senior Vice President is responsible for providing complex professional and administrative support to the executive 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.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Associate's Degree		Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum seven years of executive level administrative support experience.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	N/A	Upon Hire		

Knowledge, Skills and Abilities

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	KSAs			Proficiency
	• Knowledge of office related business practices and procedures.			Proficient
	• Knowledge of Microsoft Suite (Word, Excel, etc.) as well as virtual platforms such as ZOOM and TEAMS.			Proficient
	• Proficient interpersonal and communication skills in interacting with a broad range of internal and external constituents.			Proficient
	• Ability to exercise discretion, confidentiality, and judgement when dealing with sensitive issues.			Proficient
	• Ability to handle high-level administrative issues.			Proficient
	• Ability to exercise discretion and independent judgment and act upon decisions within scope of delegated authority.			Skilled
	• Analytical skills to ascertain problems, identify solutions, and handle interruptions.			Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Serves as the primary point of direct administrative contact with other offices and individuals on a range of issues.	25%
• May prepare notices or agendas for meetings and hearings for the Vice President or Sr. Vice President. Coordinates calendars, meetings, and other activities with internal and external professionals and community relationships on behalf of the Vice President or Sr. Vice President.	25%
• Performs data analysis, prepares spreadsheets, runs PeopleSoft financial reports, reviews management methods in order to improve workflow, simplify procedures, implement cost reduction.	15%
• Secures the orderly processing of documents, orders, and other forms according to standard approved procedures.	10%
• Manages office staff, delegates assignments, and supervises all work assuring the highest quality standards.	10%
• Participates in the coordination of a wide variety of special projects and/or assignments.	10%
• Perform other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description