

JOB INFORMATION

Effective Date	5/13/2021
Job Code:	2762
Job Title:	Executive Assoc to the President
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	The Executive Associate to the President provides direct support to the President of the University of Houston – Clear Lake by performing administrative functions such as handling highly confidential matters, managing office operations, and providing multimedia support in the promotion of the Office of the President. Communicates with internal and external constituents in order to manage President’s attendance and participation in various internal and external activities and events. Drafts correspondence, as appropriate, for President and proofreads all documents requiring President’s signature and/or action. Reports to and provides day-to-day and long-range assistance to President on a wide range of assignments and special projects. Provides oversight of personnel, planning, and assessment with special attention to continuous improvement.

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	
Bachelor's Degree		Required	
Master's Degree	Master’s Degree in public administration, business management, communication, or related field.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Progressive experience in executive-level support/management position.	Required	
Considerable	5 years’ experience in higher education executive administrative support.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Certified Educational Office Professional (CEOP)	Upon Hire		

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Demonstrates a commitment to competently perform job duties and responsibilities within established timeframes while continuously striving to improve work performance. Contributes to the success of the university by consistently providing quality results in the performance of his/her job duties and responsibilities. 	Proficient
<ul style="list-style-type: none"> Excellent customer service skills and support for university staff. 	Proficient
<ul style="list-style-type: none"> Proficiency in MS Word, Movie Making software, and Social Media platforms. 	Proficient
<ul style="list-style-type: none"> Excellent interpersonal and communication skills in interacting with internal and external constituents. 	Proficient
<ul style="list-style-type: none"> Self-motivated, resourceful and creative 	Proficient
<ul style="list-style-type: none"> Confidentiality and judgement in dealing with sensitive issues. 	Skilled
<ul style="list-style-type: none"> Strong leadership abilities and motivational ability. 	Skilled
<ul style="list-style-type: none"> Photography, Musical and Video recording capabilities. 	Skilled
<ul style="list-style-type: none"> Willingness for continuous self-improvement and self-advancement. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> May prepare notices or agendas for meetings and hearings for the Executive Vice President. 	20%
<ul style="list-style-type: none"> Coordinates calendars, meetings, and other activities with internal and external professionals and community relationships on behalf of the Executive Vice President. 	15%
<ul style="list-style-type: none"> Performs data analysis, prepares spreadsheets, runs PeopleSoft financial reports, reviews management methods in order to improve workflow, simplify procedures, and implement cost reduction. 	15%
<ul style="list-style-type: none"> Secures the orderly processing of documents, orders, and other forms according to standard approved procedures. 	15%
<ul style="list-style-type: none"> Manages office staff, delegates assignments, and supervises all work assuring the highest quality standards. Serves as time approver for VP support staff. 	15%
<ul style="list-style-type: none"> 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. 	15%
<ul style="list-style-type: none"> Performs other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
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