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|-------------------|--|-------------------|--|
| Job Title | Executive Assistant I, II, III | Job Code | AS0219, AS0220, AS0221, AS0222, AS0229, AS0230 |
| Pay Plan | A&P | Pay Grade | 17, 18 |
| Union | Non-Union | Union Code | 0 |
| Job Family | Administrative Management and Services | Subfamily | Administrative Support |

Job Family & Subfamily Summary

Administrative Management and Services Professionals provide administrative support and assistance to one or many departments, administrative areas or executives.

Administrative Support Professionals perform administrative and clerical functions for various units. Duties include answering phones, greeting/referring/assisting visitors, customers, staff, or others, preparing documents and reports, compiling records, scheduling meetings, organizing and maintaining information, coordinating calendars, and providing high-level administrative assistance to executives.

Job Summary

Provides direct administrative support for the Vice President, Chief, Dean, or other lead Executive of a department or unit.

Representative Duties

1. Project/Program Support

- Organizes and maintains project information for sensitive and confidential projects
- Designs, develops, and coordinates special projects
- Liaises with others as needed to accomplish objectives

2. Office Management

- Oversees the daily operations of the office
- Supervises the work of front office employees, including Administrative Assistants and Receptionists
- Provides direction to others to ensure procedures are upheld for smooth office operations
- Assists accounting efforts by providing receipts expenditures
- Develops and implements administrative standards, policies and practices

3. Senior-Level Support

- Represents assigned individual(s) as the primary contact
- Serves as main liaison that represents assigned individual(s) to others
- Coordinates assigned individual's calendar to include meetings, conferences, events, and travel
- Verifies assigned individual's work-related expenditures and submits expense reports

4. Communications Administration

- Exercises confidentiality, tact, and diplomacy
- Captures key information and action steps from meetings
- Prepares communications, reports, meeting agendas and minutes
- Responds to emails, inquiries, and appointment requests at the discretion of assigned individual

Education, Experience, Skill Requirements

| | Required | Preferred |
|--------------------------------|------------|-----------|
| Education Level | Bachelor's | Master's |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| See Level Addendum below | | |
| Additional Requirements | | |
| | | |

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 2+ years of relevant experience
- Provides advanced administrative support to an assistant vice president
- Under minimal supervision, proactively and independently solves problems and anticipates needs

Level II

- 4+ years of relevant experience
- Provides complex administrative support to an associate vice president or dean
- Autonomously solves problems and anticipates needs
- Requires extensive knowledge of university operations, policies, and procedures

Level III

- 6+ years of relevant experience
- Provides complex administrative support to a vice president or the university president
- Handles a variety of issues requiring research, analysis, and evaluation
- Requires extensive knowledge of university operations, policies, and procedures

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.