Position Profile

Family: Administrative Services
Level: PR3
Position Profile Title: Executive Assistant

Salary Grade	Minimum	Midpoint	Maximum
5	$51,072	$68,988	$86,904

PROFILE SUMMARY:
Positions in this job profile provide executive-level administrative support and project management to an EX1, EX2 or EX3 level position. They serve as executive's liaison with faculty, staff, students and general public, manage executive's schedule, develop correspondence, reports, minutes, research and collect data related to various issues, and manage projects.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristic of the Executive Assistant is the executive level administrative support of a position in levels EX1, EX2 or EX3. Positions provide confidential, administrative support and coordinate administrative work for the executive level administrator.

PRIMARY POSITION RESPONSIBILITIES:
1. Manages, coordinates and arranges for executive level administrator's travel, calendar, meeting and event planning and tracks expenses on behalf of the administrator.
2. Communicates directives and information from the executive administrator to others in the organization.
3. Participates in the development and implementation of policies, procedures and practices of the department, unit or school.
4. Maintains confidential files and records on behalf of the administrator.
5. Researches and assembles information from a variety of sources for the preparation of records and reports; drafts and provides input on correspondence and other official acts to the administrator.
6. Manages outreach and engagement efforts including serving as the liaison for the administrator with internal and external constituents and stakeholders.
7. Manages projects as determined by the administrator, including projects with confidential and/or sensitive material.

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; job may contibute to business and operational decisions that affect the department.

Decisions impact:
- Department
- Direct team
- Students/Parents
- Other External Agencies and Institutions

ACCOUNTABILITY:
Results are defined by senior leadership, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

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May supervise classified or professional faculty employees including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews.

May monitor, inform, report, reconcile and/or move funds within budgets.

RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:
Bachelor's degree in related field.

Substantial executive administrative support experience, with progressively increasing responsibility, at an institution of higher learning or other similarly complex institution.

DISCLAIMER:
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.