



General Administration Job Function

Executive Assistant

Grade 54

Summary

Reporting directly to a VP, faculty dean, or director of school-wide or University-wide department, works independently performing a wide range of complex and confidential administrative and clerical support duties. Requires excellent communication and interpersonal skills and ability to provide information and service to a wide range of internal and external contacts. Requires knowledge of the University and departmental policies and procedures. Includes responsibility for executive office management as appropriate.

Typical Duties

1. Provides wide range of complex office administration and support to the highest ranking manager/faculty member of a school-wide or University wide department.
2. Serves as principal administrative contact and liaison with all University constituents and external contacts, typically including government and media agencies.
3. Develops, implements and administers departmental office systems and procedures. Establishes office procedures, policies and operations. Interprets and communicates policies and processes.
4. Monitors budget including tracking expenditures and providing reports. May prepare spreadsheets for budgets, grants or contracts, including tracking and maintaining expenditures and reconciling accounts; uses budget tool. Prepares financial reports using on-line financial systems, or oversees and directs the work of an associate preparing the reports. May serve as approver for financial transactions representing the department.
5. May maintain personnel records. May assist with interviewing for faculty or staff assistant positions.
6. Reviews, assesses, routes, answers and monitors follow up action steps on correspondence. Gathers and analyzes information required for administrative reporting.
7. Provides wide ranges of support including: keyboarding, composing and editing letters, memoranda, reports, lecture/course materials, presentations, cases. Prepares copy for publication or submission of grant proposals and/or reports.
8. Uses multiple technical applications including word processing, database management, spreadsheets, graphics and presentation software, electronic calendar, email, and other technical/scientific applications. Uses Internet, may include web maintenance and design.
9. Serves as principal contact and source of information for customers of the department, including faculty, students, staff and external customers.
10. Manages complex calendars, arranges for meetings, appointments and travel arrangements.

11. Coordinates events, including conferences, seminars, and colloquia.
12. Purchases and maintains inventory of supplies for office or lab.
13. Performs library/research work and summarizes findings.
14. Creates and maintains filing system(s).
15. Answers and routes phone calls, mail and e-mail messages and may handle wide-range information dissemination.
16. May assist in training, scheduling, and distributing work of students, casuals, or temporary staff.
17. May coordinate faculty recruitment and/or promotion processes.
18. May be responsible for obtaining permissions and copyright registration.
19. Contributes to unit effort by accomplishing related duties as required.

Typical Requirements

Education: College degree preferred, or an equivalent of education plus experience in an office environment.

Skills and Experience: Five plus years related experience with proven office administration and customer service skills required. Solid working knowledge of office processes and business policy development, and of related computer software and electronic communications tools. Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy. Experience managing to a budget and with multiple deadlines required. Ability to work across teams and with a variety of projects and constituencies.

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