Executive Assistant

Job Code 00001384

General Description
Responsible for providing technical and administrative assistance in the development and implementation of procedures and policies and for planning, executing, and supervising the activities of the office of the President or Vice-President.

Examples of Duties
Review mail and receive incoming telephone calls.
Proof all correspondence and edit correspondence.
Interview, hire, train, and supervise staff and students.
Assist in planning and organizing activities in the President’s or Vice President’s office.
Maintain calendar and schedule appointments.
Compose correspondence. Coordinate travel arrangements.
Authorize expenditures on office accounts for purchases required for operation of the office.
Prepare budget and monitor monthly expenditures.
Prepare meeting background information.
Coordinate office inventory and supervise maintenance of filing system.
Submit monthly time reports and student time reports.
Assist in budget preparation.
Provide customer services to constituents.
Distribute agenda, minutes and RTA list for PC meetings.
Serve as division’s safety officer.
Maintain calendar and schedule events for Vice President or President.
Prepare newsletter.
Coordinate special events.
Take meeting minutes and distribute.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures;

Skill in: working as part of a team; interacting courteously with the public; effectively directing the work others and motivating output; establishing rapport with a variety of clients; organization and planning.

Ability to: prepare correspondence and reports; perform basic math; prepare a budget and maintain office inventory.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and
education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**