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| **Job Title:**  **Executive Assistant** | **FLSA Classification:**   * Exempt ☑ Nonexempt |
| **Reports to:**  **VP for Finance and Administration** | **Location:**  **Main Building, Suite 215** |
| **Department: Office of the Vice President of Finance & Administration** | **Division: Finance & Administration** |
| **Employment Category:**  ☑ Full-Time □Part-Time | **Paygrade:** Undisclosed |

**PRIMARY PURPOSE OF POSITION**

The Executive Assistant to the Vice President for Finance & Administration is a key member in the Office of the Vice President and serves in an office ambassador capacity with the highest level of professionalism. Under the direction of the Vice President, the Executive Assistant will perform a wide range of complex and highly confidential administrative support and project coordination duties requiring discretion and independent judgment in matters of significance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Serve as primary point of administrative contact and as Vice President’s liaison with various constituencies. Communicate with university leadership, employees, students, and external constituencies to resolve and manage inquiries addressed to the Vice President's office.
* Provide administrative support and supervise daily general office duties and communications as required for the management of the Office of the Vice President.
  + Manage the Vice President’s calendar, exercising sound judgment in the prioritization of scheduling.
  + Prepare and process invoices, prepare expense reports, order supplies and equipment, and maintain records.
  + Recruit, train, and supervise part-time student assistants.
  + Prepare copy and disseminate information to Workplace, web pages, and other communication channels as needed.
* Coordinate meeting logistics and provide administrative support for all committees, teams, and other groups lead by the Vice President. Assist with planning, scheduling, documentation preparation, assembly of agenda items, and tracking and follow-up of actions items as needed.
* Coordinate logistics, materials, and communication for the Board of Trustees Fiduciary and Facilities Committees. Schedule meetings with board members and required staff and make arrangement for conference room and refreshments. Working through the Vice President, coordinate material preparation with applicable staff. Send reminders and distribute materials in advance of meetings.
* Coordinate events on and off campus hosted or sponsored by the Division and/or Vice President. Manage all arrangements necessary including but not limited to space reservations, parking, catering, entertainment, media, custodial requirements, maintenance requests, expenditures, marketing, and communications.
* Collaboratively lead various special projects assigned by the Vice President to successful completion. Manage the status, resources, and timelines for all project tasks and works with project stakeholders to provide updates on issues and advancements.
* Uphold the public image of the Office of the Vice President. Maintain confidentiality of records and personal interactions.  Project a professional, courteous, and accommodating attitude in promoting positive relationships within the university community.

**QUALIFICATIONS**

* Bachelor's degree or equivalent combination of education and experience is required.
* Three years of progressively responsible administrative, secretarial, or office management experience required. Experience from a higher education institution or service provider is preferred.
* Essential skills and attributes include:
  + Ability to self-start, work independently, problem solve, take initiative, set priorities and handle multiple projects efficiently and effectively to meet the goals and objectives of the Vice President for Finance & Administration.
  + Ability to quickly build strong working relationships and networks in order to support Finance & Administration initiatives.
  + High level of integrity, team orientation, professionalism, and trustworthiness. Places and upholds a high value on ethical standards and treating others with dignity and respect.
  + Ability to handle highly confidential information and sensitive subject matter.
  + Ability to balance priorities and competing demands to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
  + Ability to compose and edit correspondence, memos, letters, agendas and reports, including the ability to effectively edit written work and present numerical data effectively. Demonstrates thoroughness and accuracy, and monitors own work to ensure quality.
  + Advanced knowledge of Microsoft Office and Google Suite software programs.  Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
  + Experience with Banner ERP & student information systems (or similar) preferred.
* Successful completion of an employment and criminal history background check is required.

**WORKING CONDITIONS**

* Evening and weekend work may be required during a campus emergency or extraordinary event.
* Hybrid remote work schedule is allowable within the University’s Alternative Work Arrangement policy

**PHYSICAL REQUIREMENTS**

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

Supervision of student staff

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required. I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time*

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| HR OFFICE USE ONLY: | |
| **Approved by:** | *Signature of the person with the authority to approve the job description* |
| **Printed Name of Approver:** | *Printed name of the person with the authority to approve the job description.* |
| **Date approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |