Title: Executive Assistant to the President

Pay Scale Group: 19
FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, perform responsible administrative staff functions for the President of the University.

Characteristic Duties

- Perform responsible administrative staff functions for the President of the University, frequently of a confidential nature, and concerning administrative activities of substantial complexity.

- Direct, plan and manage the daily business for the executive office.

- Maintain status of all projects, items requiring review or signature by the President, correspondence, meeting requests, preparation and arrangements and speeches.

- Provide administrative and assign staff resources to execute the requests and requirements of the executive office.

- Assist in planning and implementing operational goals and philosophies, usually affecting an entire organizational unit.

- Oversee the President’s calendar including monitoring and reviewing meeting and public appearance requests, establishing appointment priorities.

- Develop and compile background materials, ensuring adherence to protocols, and preparing daily schedule. Establish master schedule for standing meeting with executive, etc.

- Create and administer office protocol and administrative procedures.

- Advise and assist in policy formulation and decision-making typically concerning university-wide issues and policies.

- Advise President and Executive Vice President on strategies concerning implementation of policies, decisions and new programs.

- Review and evaluate proposals from other units concerning university-wide issues, policies and programs.

- Identify administrative personnel problems of a sensitive nature and recommend action.
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- Research and prepare speeches, position papers and other public statements.
- Represent administrator with substantial authority to make commitments, as required.
- Develop budget request and written narrative; make budget recommendations on unit programs.
- Prepare agenda; maintain extensive office files.
- Act as liaison with University offices, federal, state and local agencies.
- Interview and recommend the employment of staff.
- Coordinate travel arrangements and related meeting requirements (e.g., prepare expense claims and verify expenditures are within State and University guidelines).
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

**Unusual Working Conditions**

- N/A

**Minimum Qualifications**

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in a related field with experience in university administrative activities of moderate complexity. Experience may also require at least three (3) years experience.

*New: December 2010*

*Last updated:*