



Career Series: Administrative Support	Code: 16118 Grade: E	Date Established: 2/1/2008	FLSA Category: NON-EXEMPT
--	-------------------------	-------------------------------	------------------------------

**JOB SUMMARY**

Under executive (Dean or Vice President) direction, this exclusive classification in the administrative support series provides advanced, diversified, and confidential administrative support for a Vice President or Dean. These duties require broad and comprehensive experience, skills, and knowledge of the university's organizational structure, policies and practices in order to perform complex support duties. May manage, direct, and coordinate daily office functions and operations for the executive; act as a gatekeeper to executive; oversee special projects; monitor department budget and budget transactions; attend meeting/events; maintain calendar; and coordinate travel; . May direct and coordinate the activities of other employees performing clerical or administrative tasks.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

- 1- Act as a gatekeeper to the executive: act as liaison to public, faculty, staff, and students; establish priority for inquiries; bring inquiries to resolution and/or delegate inquiries to appropriate internal or external unit to ensure proper handling;
- 2- Coordinate or complete special projects; may represent executive in meetings, special projects or committees.
- 3- Coordinates events involving the executive; compiles guest lists for events. Coordinates arrangements for visiting dignitaries and guests.
- 4- Coordinates multifaceted calendar of appointments including the determination of appropriate meeting length, location, and participants. Researches and compiles information, prepares and coordinates meeting materials for the executive.
- 5- Prepares complex ground and air travel arrangements and itineraries for domestic and foreign travel. Collaborates with University officials to organize group travel itineraries.
- 6- Provides training and work leadership for subordinates in the executive office.
- 7- Monitors budget; processes expenses; processes financial documents including requisitions, budget transfers, and intricate travel expense report.
- 8- Reviews mail/email for appropriate action. Processes requests for correspondence. Composes and proofs all general correspondence for the executive; initiates routing of routine and non-routine documents for signature or appropriate action.
- 10- Monitors protocol for handing and maintaining confidential materials, hard copy and electronic office files.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Broad knowledge of business or public administration; office practices, policies, and procedures; employee training and development; expertise in various software programs, extensive public relations and budget analysis skills. Ability to manage and direct daily office functions. Exceptional communication skills using verbal, written, and electronic mediums to appropriate audiences.

**Minimum education & experience required (including training, registration & licensure)**

*Associates Degree strongly preferred*, or completion of undergraduate core program or certificate program in communications or related field or 5 years experience in executive support role that includes office practice and procedures; public relations; personal computer with software programs. 3 months training or 3 months experience in supervisory principles and techniques, employee training and development; 6 months training or 6 months experience in special events planning. ACPS credential is highly desired\*

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity*