Executive Assistant

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<th>Job Family: Administrative Services</th>
<th>Sub Family: Generalist</th>
<th>Career Track and Level: TAS 4</th>
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<tr>
<td>Job Code: ADMINSVRCASTAS4</td>
<td>Job Series: 22114</td>
<td>FLSA Category: NON-EXEMPT</td>
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<td>Pay Grade: CA&amp;P</td>
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**Job Family**

**Administrative Services:** Provides coordination and management of business policies and programs in order to effectively manage University resources (employees, finances, systems, and facilities). Administrative services includes activities in finance and human resources and may also include IT, facilities, or student services.

**Sub Family**

**Generalist:** Supports the general administrative functions of a wide variety of academic or administrative units including answering phones, greeting/referring/assisting visitors, customers, staff, or others, preparing documents and reports, compiling records, scheduling meetings, organizing and maintaining information, coordinating calendars, analyzing data including budgetary expenditures, and providing high level administrative assistance to executives.

**Job Responsibilities**

- Typically supervises or oversees the work of student employees and other Technical & Administrative Support staff.
- Typically reports to dean or vice president level. Represents executive and department to the public, employees, and students. Establishes priorities for inquiries; brings inquiries to resolution and/or delegates appropriately to ensure proper handling.
- Oversees planning unit administrative processes and coordinates internal and external communications.
- Coordinates multifaceted calendar of appointments including the determination of appropriate meeting length, location, and participants.
- Coordinates or completes special projects. Represents executive in meetings and/or committees. Acts in the absence of administrator to perform high level administrative duties.
- Researches and analyzes complex problems and provides recommendations for resolution.
- Develops and monitors protocol for handing and maintaining confidential materials.
- Prepares and monitors budget and other financial documents for a planning unit. Maintains accountability for budget expenditures.
Role

- Work is performed by applying established standards independently through a broad and deep knowledge base of the University acquired from several years of experience in a particular area.
- Serves as a resource and guide to others in the department and/or University in questions of policy and procedural issues, precedents, etc.
- Typically supervises or oversees the work of other TAS and/or student employees.

Impact and Complexity

- Performs job responsibilities through use of specialized tools, job experience, and established standards. Typically organizes, sets priorities, schedules, and reviews work of student workers or volunteers. Fully responsible for effectively and independently handling all job responsibilities within scope of authority.
- Decisions and problems are varied, often complex, and involve multiple constituencies, often with competing priorities.
- Coordinates resources from other areas within the University and externally in order to achieve the appropriate outcome. Exercises sounds judgment in dealing with confidential information and maintains appropriate level of discretion.

Requirements

Knowledge of technical and practical administrative concepts, processes, and methods typically obtained by a high school degree or GED or equivalent and a minimum of 5 years administrative support experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

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.