

Ohio University – Compensation 2014
Job Family: Administrative Services | Career Track: Individual Contributor

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. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountability	None specified.	<p>Maintains the executive's special/strategic projects. Advises, coordinates, and collaborates on special projects, which are highly complex and involve the creation and oversight of multifaceted initiatives.</p> <p>Maintains the executive's calendar and travel arrangements utilizing independent judgment and discretion. Represents executive in meetings and/or committees.</p> <p>Answers or redirects routine inquiries from internal and external sources.</p> <p>Acts in the absence of executive to perform non-routine, complex, and confidential administrative duties.</p> <p>Analyzes information for use in executive's speeches, presentations, or news releases. Prepares documents, presentation materials, responses to correspondence, official information releases, and important meeting minutes.</p> <p>Oversees, monitors, and maintains department budget.</p> <p>Resolves complex personnel or departmental problems.</p>	None specified.	None specified.	None specified.
Requirements		<p>Advanced knowledge and expertise in concepts, principles, and practices of executive administration typically obtained through a Bachelor's degree in human resources, business administration, or related field and 2 to 4 years of executive administration experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements.</p> <p>Specific knowledge, certifications, and licensure will apply at the position level.</p>			