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| **Position Information** |
|  |  |  |  |  |  |  |  |
|  | Position Title: | Enter Title |  | Position Number: | Enter # |  |
|  |  |  |  |  |  |  |  |
|  | Division: | Enter Divisions |  | Supervisor: | Enter Supervisor |  |
|  |  |  |  |  |  |  |  |
|  | Department: | Enter Department |  | Supervisor Position:  | Enter # |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Job** |
|  |  |  |  |  |  |  |  |
|  | *Information in this section cannot be edited* |  |
|  |  |  |  |  |  |  |  |
|  | Job Title: | Executive Assistant |  | Job Code: | 20002358 |  |
|  | Job Family: | Administration  |  | Career Stream Level: | Professional 2 |  |
|  | Sub Family: | Administrative Operations  |  |  | (P2) |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  **Job Summary** *(High level overview of the role of the position within the University.)* |
|  |  |  |  |  |  |  |  |
|  | *Information in this section cannot be edited* |  |
|  |  |  |  |  |  |  |  |
|  | Provide a wide range of administrative support for an Executive level position (Deans and Executive 1 or 2 level positions or higher). Maximize the effectiveness of interdepartmental operational processes and communications. Serve as a liaison with various executive offices and other external stakeholders. Advise the Executive on policy, procedural and operational issues of the unit. Facilitate communication, plan events, draft and edit various documents, schedule meetings and manage executive's calendar. Manage special projects involving independent research and collaborate with all levels of internal management and staff. Engage in budgeting and controlling costs in partnership with Directors of Financial Affairs. |  |
|  |  |  |  |  |  |  |  |
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| **Job Responsibilities and Duties** |
|  | *Information in this section cannot be edited* |  |
|  | *Although other duties may be assigned as needed, the core duties and responsibilities of this position are:* |  |
|  |  |  |  |  |  |  |  |
|  | *% of Time* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 5-15% |  | Exercise discretion and independent judgment to collect and analyze information requests and identify trends to create operational efficiencies. |  |
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|  |  |  |  |  |  |  |  |
|  | 10-20% |  | Conserve executive’s time by reading, researching, and routing correspondence. |  |
|  |  |  |  |  |  |  |  |
|  | 5-15% |  | Respond to non-routine inquiries and issues from internal and external sources. |  |
|  |  |  |  |  |  |  |  |
|  | 10-20% |  | Draft and edit communications; conduct research and prepare reports and presentations. |  |
|  |  |  |  |  |  |  |  |
|  | 5-10% |  | Represent the executive at meetings, functions, and events. |  |
|  |  |  |  |  |  |  |  |
|  | 5-15% |  | Maintain executive’s calendar, schedule complex meetings, prepare agendas, arrange complex national and international travel, and ensure support materials are prepared and available. |  |
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|  |  |  |  |  |  |  |  |
|  | 5-15% |  | Develop, implement, and maintain/improve processes related to administrative operations to ensure compliance with University policies and procedures. |  |
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|  |  |  |  |  |  |  |  |
|  | 5-15% |  | Plan and execute the logistics of programs, projects, workshops, events, and presentations. |  |
|  |  |  |  |  |  |  |  |
|  | 5-10% |  | Monitor operating budget and maintain financial records for administrative support. |  |
|  |  |  |  |  |  |  |  |
|  | 5-10% |  | Create, update, and maintain databases, websites, and mailing lists. |  |
|  |  |  |  |  |  |  |  |
|  | 5-10% |  | Mentor and train lower level support staff. |  |
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| **Position Supplement** |
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|  | *For additional clarity, this section can be used to outline information related to the area the position supports* *(e.g. supports faculty hiring process, main area of support is admissions but serves as backup for financial aid, etc.)* |  |
|  |  |  |  |  |  |  |  |
|  | Enter any additional relevant information specific to this position |  |
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| **Qualifications and Skills** |
|  |  |  |  |  |  |  |  |
|  | *Information in this section cannot be edited* |  |
|  |  |
|  | *The minimum qualifications and skills for this position are:* |  |
|  |  |  |  |  |  |  |  |
|  | Education and Experience: | Requires a Bachelor’s degree in Communications, Business Administration, Management, or a related field. Minimum of 2 to 3 years of experience in a high-level administrative support role or equivalent. An equivalent combination of education and experience may also be considered. |  |
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|  | Skills: | * Skilled in using discretion and independent judgment to make sound decisions balancing facts, priorities, and possible outcomes.
* Ability to handle frequent interruptions, prioritize tasks, meet deadlines, and maintain confidentiality.
* Strong organizational and time management skills and attention to detail.
* Advanced computer and related software skills to include Word, Excel, PowerPoint, Outlook, Internet, web conferencing tools, etc.
* Skilled in collaborating and communicating to build relationships with individuals at all levels within and external to the university to support department needs.
* Skilled in interpreting policies and procedures to proactively resolve issues.
* Skilled in identifying problems, generating ideas for improvement, and recommending or implementing solutions.
* Skilled in using discretion regarding when to involve the Executive, when to resolve issues independently, or when to engage others.
* Ability to make decisions quickly and adjust as needs arise in a high-pressure environment.
* Excellent written, verbal and interpersonal communication skills.
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| **Physical Requirements, Environmental & Hazardous Specifications** |
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|  | *Please indicate any physical, environmental and hazardous conditions under which the essential Responsibilities and Duties of the position are performed.* |  |
|  |  |  |  |  |  |  |  |
|  | **PHYSICAL REQUIREMENTS** |  |
|  |  |  |  |  |  |  |  |
|  |[ ]  SEDENTARY Activity: Lift and carry up to 10 lbs. occasionally; work involves sitting most of the time. |  |[ ]  MODERATE PHYSICAL ACTIVITY: Lift and carry 25 to 50 lbs. frequently, and up to 60 lbs. occasionally. |  |
|  |  |  |  |  |  |  |  |
|  |[ ]  LIMITED PHYSICAL ACTIVITY: Lift and carry up to 10 lbs. frequently, and up to 20 lbs. |  |[ ]  HEAVY PHYSICAL ACTIVITY: Lift and carry 50 to 80 lbs. frequently, and up to 100+ lbs. |  |
|  |  |  |  |  |  |  |  |
|  |[ ]  LIGHT PHYSICAL ACTIVITY: Lift and carry 10 to 25 lbs. frequently, and up to 40 lbs. occasionally. |  |  | Occasional = <50 percent of the timeFrequent = >50 percent of the time  |  |
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|  | **MACHINE, TOOLS, ELECTRONIC & OFFICE EQUIPMENT** *(Equipment used to perform the essential functions of the position)* |  |
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|  | 1. |   | 4. |   | 7. |   |  |
|  |  |  |  |  |  |  |  |
|  | 2. |   | 5. |   | 8. |   |  |
|  |  |  |  |  |  |  |  |
|  | 3. |   | 6. |   | 9. |   |  |
|  |  |  |  |  |  |  |  |
|  | **ENVIRONMENTAL & HAZARDOUS CONDITIONS** *(Indicate the conditions related to the essential functions of the position)* |  |
|  |  |  |  |  |  |  |  |
|  | 1. | Percent of time working |  |  |  |  |  |
|  |  |  | Indoors:  |   | % |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Outdoors: |   | % |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 2. | Respiratory conditions with exposure to: |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Fumes/Vapors |[ ]  Odors |[ ]  Inadequate ventilation |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Dust |[ ]  Gases |[ ]  Other *(please list):*  |  |
|  |  |  |  |  |  |  |  |  |
|  | 3. | Skin conditions with exposure to: |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Toxic chemicals |[ ]  Burn |[ ]  Other *(please list):* |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Radiation |[ ]  Electrical shock |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | 4. | Working conditions with exposure to: |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Heavy Machinery |[ ]  Extreme heat (above 90°) |[ ]  Vibration |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Steam pipes and/or tunnels |[ ]  Machinery with moving parts |[ ]  Lasers |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Biologicals and/or chemicals |[ ]  High voltage electric |[ ]  Cramped quarters |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Extreme cold (below 32°) |[ ]  Grease and oils |[ ]  Use of sharp objects |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Handling/maintaining animals |[ ]  Infectious diseases |[ ]  Noise *(must shout to be heard)* |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Scaffolding and high places |[ ]  Other *(please list):* |  |  |
|  |  |  |  |  |  |  |  |
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