

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 5:38:59 PM
Official Title:	Executive Administrative Assistant Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	523784
Job Family:	Administrative Support

#### JOB SUMMARY

The Executive Administrative Assistant provides expert, professional assistance and administrative support to executives to support the general administrative functions of a wide variety of academic or administrative units/departments of an institution.

#### NATURE OF WORK

The Executive Administrative Assistant is responsible for providing professional level assistance to a Director, Assistant/Associate Vice President, or other high-level administrator of a program, by performing varied routine to complex administrative tasks and relieving the administrator of a variety of administrative details. Job responsibilities provide support-type services to increase the capacity of the Director, or other appropriate high-level administrator, to carry out responsibilities. Work is performed under general direction, working from established policies and objectives and using self-initiative without detailed instruction. This position exercises sound judgment in planning and organizing own work but must adhere to specific times, processes, and results standards. Problems faced in this position are varied, often complex, and occasionally ill-defined, requiring analysis and interpretation of the situation. Decisions have significant, broad implications for the management and operations of a division/entire institution.

#### Distinguishing Characteristics

##### Examples of Duties

###### *Essential Functions*

- Provides a wide variety of professional and administrative support to executives and serves as the liaison with key business leaders, donors, and various internal and external constituencies.
- Performs comprehensive, high-level review and records maintenance.
- Manages day-to-day operations and routine inquires of the unit/department in order to relieve the high-level administrator of a variety of administrative tasks.
- Provides strategic advice and administrative assistance to executive(s) in support of institutional goals, implementing priorities, and time/resource allocation preferences.
- Attends and participates in committee meetings, task force meetings, and project team meetings as representative of appropriate high-level administrator.
- Coordinates purchase of office equipment and supplies for the area to which assigned, by reviewing catalogs, meeting with vendors and assisting with completion of purchasing documents for approval.
- Provides advice and counsel to staff on various higher education policies, procedures, and state statutes.
- Prepares correspondence for appropriate high-level administrator, as directed; reviews correspondence to ensure accuracy and obtains appropriate signature of approval.
- Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Related field	X		

### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
2 year +	Senior level administrative support work experience	X	

