

Executive Assistant

Summary of Role

Positions in this class serve as staff/management assistants to highest-level administrators e.g. dean, vice chancellor, or the chancellor whose responsibilities include and are characterized by operations with multiple and varied programs/components. The role of this position is defined and impacted by the mutual working relationship established with the administrator ("right-hand" to the administrator).

Scope

- Work ranges from office support assignments to performance of administrative duties involving decision-making and judgment.
- Public contact is a major component of positions, both internal and external to the organization.
- Work requires contact with program staff, students, and managers of other units within the university, representatives of other universities, clients, service recipients, elected/appointed representatives, and the public.
- Incumbents may have responsibilities of an operational nature. They may coordinate business functions of the unit that include personnel administration, office coordination, and budget monitoring or management.

Education and Experience

Graduation from high school and three years of progressively responsible administrative/office management experience; or graduation of a two-year secretarial science or business administration program and one year of experience as described above; or graduation from a four-year college or university, preferably with major emphasis on Business administration or a related field; or an equivalent combination of training and experience.