

The University of Texas at San Antonio

Job Description

Job Title: Executive Assistant
Code: 19010
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Vice President of the Division
Reports To: Vice-President or Executive Officer

Summary

- Function: To relieve an executive of a large volume of complex decisions, conduct interviews, answer correspondence, and supervise a large staff in the operation of the office of an administrator at the Vice President level or above.
- Scope: Responsible for executing, with minimal direction, the supervision of a clerical staff immediately supporting the administrator in an executive office of the institution.

Duties

- Typical:
 1. Provides direct, high-level, support to the vice-president by maintaining the departmental budget, organizing and coordinating activities, appointments and travel, and drafting and editing correspondence, speeches, memoranda, reports and publications.
 2. Serves as liaison for the Vice President, both on the phone and in meetings, to provide efficient, courteous, discrete and effective customer service to a wide constituency.
 3. Works with key stakeholders on the internal management of office and campus initiatives, as well as other urgent issues. To include the assignment of substantive responsibilities and tasks to members of the Office, while managing assignments and deadlines.
 4. Supervises office staff and establishes work priorities.
 5. Reviews and approves fiscal and human resources documents and contracts.
 6. Triages incoming requests to the proper administrator for action, tracks outcomes and incorporates results into the Vice President's daily activities.
 7. Coordinates and conducts follow-up on the Vice President's administrative activities and projects to assure deadlines are met ahead of

<p style="text-align: center;">schedule and deliverables meet or exceed quality standards.</p> <ol style="list-style-type: none"> 8. Plans and executes special events. 9. Performs other duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Represents the vice-president at various meetings. 2. Arranges for official guests.

Education

Required	Preferred
Bachelor Degree from an accredited institution.	Bachelor degree in Business Administration or a related field.
Additional experience may substitute for the degree on a one for one basis.	

Other Requirements

Required	Preferred
Tact, diplomacy and judgment necessary in dealing with others.	Thorough knowledge of University administrative structure, policies and procedures.
Proven record of accomplishment of excellent organizational and interpersonal skills.	
Demonstrated independent decision-making and problem solving ability.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Eight years of increasingly responsible professional administrative experience.	Similar experience in higher education.
	Supervisory and/or administrative management experience.

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office environment.	May require occasional travel.
	May require evening and weekend work.

Supervision

Received	Given
General instructions on those decisions involving major policy changes.	Direct supervision to one or more office or clerical staff members.

Accuracy

A high level of proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.