Job Title	Executive Assistant III
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Executive Assistant III, under direction, provides administrative support to high level administrators, including special events, projects, initiatives and programs. Provides leadership in planning, directing, and evaluating departmental operations. Functions as a high level departmental liaison to customers, represents the University on committees, and maintains interactions with high ranking officials within and outside of the University. Exercises discretion and independent judgment with respect to matters of significance.

Essential Duties and Responsibilities

- Provides direct support to high level administrators. Drafts and manages correspondence and communications, schedules appointments, manages calendar, and coordinates travel. Prepares travel arrangements and itineraries, and approves and processes travel reimbursements.

- Compiles reports, maintains records and other documents, and coordinates special events. Evaluates documents submitted for administrator's signature. Provides support for long-range planning and scheduling activities. Provides expert advice to management.

- Formulate, Interpret, and implement policies, rules, and regulations. Acts as administrator's representative in dealing with third parties.

- Communicates agency objectives, tasks, and decisions to staff of behalf of an executive. Researches and handles special projects.

- Coordinates and leads support for departmental functions, including planning, directing, and evaluating operations. Plans long and short-term business objectives.

- Makes arrangements for dignitaries and other distinguished visitors, as well as potential employees visiting the campus and welcomes them on behalf of the administrator. Arranges university social functions and receptions hosted by administrator.

- Oversees the review and evaluation of administrative practices and programs and formulations policies. Conducts research for and briefs administrator prior to meetings and events.

- Oversees the preparation of reports, manuals, and publications. Oversees the administrative assignments, programs, and other administrative matters. Coordinates and monitors action items for administrator.

- Serves as liaison and point of contact for the administrator.

- Coordinates work flow and may supervise staff and/or Student Workers.

- Identifies and recommends improvements for administrative procedures and makes evaluative judgments in implementing changes.

- Assists in the resolution of complex, highly sensitive, and confidential administrative matters.

- Coordinates committee meetings, prepares agendas, and organizes and tracks agenda items. Represents the administrator on numerous committees in his/her absence. Leads or serves on State, local, University, and System committees.

- Serves as an Office Manager. Maintains and monitors budgets and has fiscal records management responsibilities.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Six years of related administrative experience.

Knowledge of – Knowledge of word processing, spreadsheet, database, and presentation applications.

Ability to – Ability to multitask and work cooperatively with others. Interpersonal and communication skills. Planning and organizational skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position may supervise employees.

Other Requirements