

Job Title	Executive Administrative Associate
Job Code	1125
Exempt Status	Non-Exempt
Position Status	
EEO Classification	

Job Summary

Works under general supervision and provides complex administrative support or technical program assistance work.

Essential Duties and Responsibilities

- Plan and coordinate daily schedule of meetings and activities and maintains a computerized calendar for all activities. Compiles reports, maintains records and other documents, and coordinates special events. Interprets policies, rules, and regulations. Coordinates and monitors action items and assignments made by the administrator.
- Prepares and routes correspondence, reports, forms, and memos, including material of confidential nature. Drafts and manages correspondence and communications. Researches and analyzes administrative requirements for specific programs or projects. Monitors project timelines and identifies issues. Provides technical information regarding administrative procedures, services, or programs. Collects, reconciles, and maintains complex data.
- Coordinates and prepares travel arrangements and itineraries, and may approve and process travel reimbursements. Makes travel arrangements and assists with the preparation of expense reports for travel reimbursements.
- Plans and coordinates logistical and administrative support for events, meetings or other special functions and provides on-site support. Prepares agendas for meetings. Establishes and oversees office procedures.
- Maintains a variety of fiscal, administrative, and academic records. Receives, verifies, prepares, processes, and reviews forms, reports, tables, and other documents. May monitor budget, accounts, and expenditures. May process invoices, maintain summaries of accounts, reconcile accounts, and respond to enquiries regarding departmental accounts. Performs special analyses and project summaries.
- May serve as an Office Manager. May hire, train, and supervise student workers and staff. May have 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 – High school diploma or equivalent combination of education and experience.

Experience – Seven years of related experience.

Knowledge of – Knowledge of word processing, spreadsheet, 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