

<b>Job Title</b>	Executive Assistant II
<b>Job Code</b>	
<b>Exempt Status</b>	Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Executive Assistant II, under general supervision, performs advanced professional assistance work for an executive. Maintains high-level interactions with the campus community and assists with highly confidential and critical academic and/or administrative matters. 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 may approve and process 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. Plans and prepares reports, manuals, and publications. Acts as administrator's representative in dealing with third parties.
- Plans and coordinates logistical and administrative support for events, meetings or other special functions and provides on-site support.
- Develops, reviews, and communicates administrative policies, procedures, standards, and methods. Coordinates and monitors action items and assignments made by the administrator.
- Plans and prepares reports, manuals, and publications. Researches, compiles, and applies information, making evaluative judgments on appropriate data to use.
- Analyzes requirements for projects or initiatives.
- 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* – Four years of related administrative 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**