



DATE ISSUED: 09/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Executive Assistant to the General Counsel and Paralegal

JOB SUMMARY

Performs highly responsible and confidential administrative work in the Office of the General Counsel. Oversees and coordinates communication in major areas with administrators and faculty on four campuses. Responsibilities involve the application of constructive measures and appropriate solutions to procedural and administrative matters. Work includes public contact in interpreting and promoting departmental/institutional programs and rendering administrative decisions. Responsibilities may require occasional late hours and some travel. Work is performed under general supervision of the General Counsel with evaluation based on overall effectiveness and accomplishment of assigned goals. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: General Counsel

Supervises: Interns and temporary employees

PRIMARY DUTIES - *May include, but not limited to the following:*

Coordinates Meetings and Records for Board of Regents

Coordinates and plans meetings and teleconferences related to Board of Regents and facilitates the success of meetings and teleconferences by scheduling with appropriate offices, coordinating with participants, preparing agendas, arranging support equipment for teleconferences and public comment at Board meetings, using independent judgment regarding modifications or last-minute changes and coordinating or providing support during the meetings and teleconferences.

Coordinates meeting proceedings for all quarterly Board of Regents meetings and all special-called meetings.

Develops Board agenda with General Counsel, Chancellor, Vice Presidents, and Board.

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Posts notices of Board meetings and special- called meetings on the Texas Register website, with the student newspaper, and at courthouses, as provided by State law.
Distributes travel reimbursement forms as requested by Board of Regents.
Communicates regularly with the Board of Regents.
Performs assignments as directed by the Chair of the Board of Regents.
Oversees requests from the Board of Regents to Secretary of the Board to ensure such requests are completed in a timely and professional manner.
Assists Secretary to the Board in preparation for all Board of Regents meetings.
Prepares minutes of Board of Regents meetings to ensure that the meetings are properly documented and distributes these minutes to the Board members and administrators and to the public through Board of Regents website as provided by State law.
Ensures Regents meet requirements of the Texas Legislature by arranging training under the Public Funds Investment Act and fulfillment of other State entity obligations.
Coordinates regular contact and open communication with Secretary of the Board and Board of Regents.
Maintains website for the Board of Regents Policies, Guidelines, Bylaws, and other relevant material.
Acts as assistant Secretary to the Board of Regents.

Oversees University's Open Records Program

Serves as the University's open records liaison and coordinates with the Texas Attorney General's Office concerning open records reporting.
Administers the University's open records program as specified by Texas *Government Code* Chapter 552.
Oversees the communication, preparation, and assistance/dissemination relating to all open records requests.
Consults with the General Counsel on particularly complicated open records matters.

Oversees Contractual Agreements between University and Hospitals

Performs preparation of and review of affiliation agreements to ensure compliance before General Counsel's approval and signature.
Oversees and coordinates with University program coordinators, hospitals, and medical and educational facilities the content, facilitation, assistance, and dissemination relating to student internships, practica, field placements, and clinical education for at least 15 departments of the University and involving more than 2,778 student placements annually.
Develops and updates recordkeeping for present and past clinical contracts for a period of 20 years.
Coordinates insurance coverage for clinical coverage between TWU students and Chicago Insurance Company, including obtaining certificates of coverage for cooperating corporations and other facilities.

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Works directly with hospitals and other medical or educational facilities on 225 to 320 contracts per year.

Administrative Duties

Preserves the confidentiality of the office, administration, and University by exercising discretion in communicating information to administrators, faculty, students, staff, alumni, and various publics and in handling administrative and legal files/records, personnel actions, and similar confidential items.

Coordinates incoming and outgoing correspondence, documents, forms and information for administrators, faculty, students, staff, alumni, and various publics by receiving, sorting, opening, and routing correspondence according to office procedures and guidelines or by creating new distribution procedures where necessary and determining the appropriate component for outgoing documents; follow up to ensure that action items are completed and timelines are met.

Maintains general office files as well as legal materials and correspondence, creating and copying files/records as necessary and updating files/records through purging and preparing new files/records and ensuring files/records contain adequate and proper documentation of organization, functions, policies, decisions, procedures, and/or essential transactions.

Provides information and/or data for internal or external reports by researching departmental files/records and law books; retrieving electronic data from different sources, including state and federal websites; and organizing and presenting information in a useable and understandable format.

Prepares routine and complex correspondence and reports from oral dictation, handwritten, or printed text through various computer applications, reviewing for document completeness and accuracy before mailing or submitting documents for approval.

Ensures compliance with state and federal mandates, consulting with General Counsel on new legislation and University policy statements and disseminating information as required by law.

Coordinates General Counsel's calendar/schedule.

Exercises initiative and independent judgment in managing General Counsel's calendar/schedule and the daily activities of the Office.

Tracks office operating costs, making recommendations regarding expenditures and completing budget transfers as required.

Coordinates and facilitates efficient and cost-effective official travel for the General Counsel by making travel arrangements, submitting travel vouchers for reimbursement according to state travel guidelines and mandates and processing payment for attendance at special events, conventions, and meetings.

Provides office with necessary supplies and maintains sufficient quantities by ordering, receiving, and storing basic office supplies.

Maintains office equipment in working condition, following manufacturers' maintenance schedules and arranging for repairs or service as required.

Performs receptionist duties when needed, receiving/greeting administrators, faculty, students, staff, alumni, and various publics; directing them to the appropriate office or person; providing

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information or materials for routine inquiries; answering telephone, taking messages, and routing calls according to office procedures exercising organizational familiarity and discretion. Liaison between General Counsel and students, faculty, staff, visitors, alumni, community and corporate officials, and others.

Maintains website for the General Counsel Policies, Guidelines, Bylaws, and other relevant material.

Establishes and maintains productive working relationships with University clientele and the community.

Interviews witnesses and other personnel.

Analyzes depositions.

Manages and drafts legal/office documents.

Assists in investigation/discovery.

Performs Preliminary Preparation of and review of contracts other than affiliation agreements and other University-related legal documents.

Takes dictation via shorthand, Dictaphone, and /or transcription.

Researches law and updates law books and other legal research materials

Organizes and files legislative materials.

Attends court-related proceedings when requested.

ADDITIONAL DUTIES

Cross-trains other staff positions as needed during vacation, sick leave, etc.

Performs other duties as requested.

EDUCATION

Bachelor's degree required, preferably in an area of legal training.

EXPERIENCE

Six years office experience, preferably in a legal environment. Type 60 wpm, accuracy and neatness important. 60 wpm shorthand preferred. College level course work in Secretarial Administration, legal areas, or a related field may substitute for the required experience on a year-for-year basis.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Must be adept at consistently multitasking while accurately attending to detail.

Must be able to work independently, use initiative, and make substantive decisions quickly.

Thorough knowledge of modern office practices and procedures.

Skillful command of the English language, grammar, and spelling.

Ability to plan, organize, and control the work of a clerical staff.
Ability to be very detail-minded and aggressive in the completion of tasks.
Thorough knowledge of modern office equipment, filing systems, and software.
Ability to conduct Internet research and send email notification/correspondence.
Ability to keep or to supervise the keeping of complex records; to assemble and organize data of complex nature; and to prepare and submit required reports from such records.
Marked ability to establish and maintain excellent working relationships with students, associates, superiors, subordinates, and officials outside the University; and to effectively deal with potential public relations problems courteously and tactfully.
Ability to use a personal computer and other office equipment.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.