



DATE ISSUED: 01/06
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Executive Assistant to the Vice President/Provost

JOB SUMMARY

Provides professional support to the Vice President/Provost in all areas of the division. Ensures smooth operation of the office and advises on organizational and institutional matters. Interfaces with directors and other executive staff to address concerns of the University; and assist with administrative and staff service functions of the division. Work is performed under general supervision of the Vice President/Provost with evaluation based on overall effectiveness and accomplishment of assigned goals and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President/Provost

Supervises: May supervise clerical staff

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

Manages daily complex operations of a large division.
Conducts and prepares official state and federal government reports.
Assists with the overall control and assures compliance with university policy.
Assists with planning, coordinating, and evaluation of short and long term goals.
Serves as a planning and resource person to directors and other support staff reporting to the VP/Provost on a wide range of administrative matters.
Manages the departmental Records Retention Program under guidance of the Records Retention Officer.
Participates in policy development, including drafting and reviewing policies prepared by directors or executive staff in the division.
Provides interpretations of policies and procedures concerning the division
Coordinates and manages the daily schedule of the Vice President/Provost.

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Arranges all travel and itinerary planning for the VP/Provost in the course of University business.
Assists the VP/Provost with the preparation of official state and federal governmental reports.
Maintains the operating budget of for the division in accordance with federal regulations and University policy and procedure.
Determines work priority and disseminates accordingly.
Trains support personnel.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration or a related field required.

EXPERIENCE

Five years of progressively responsible job related experience is required. Related experience may substitute for the required degree on a two-for-one year basis.

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

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

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.

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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.

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.

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