# Executive Assistant – Position Description

## Position Purpose

Provide complex and diversified administrative support with minimal supervision. Anticipate the needs of senior level manager or chair (subsequently referred to as “supervisor” for this document) and proactively solve problems and/or independently handle issues. May be responsible for leading other administrative staff or subordinates.

## Duties and Responsibilities

* Plan and schedule complex calendar(s) with limited or no consultation, resolve calendaring conflicts. Negotiate and manage the needs of individuals or groups requesting time with the supervisor, independently committing his/her time. May occasionally represent the supervisor by attending meetings in his/her absence; speaking for the supervisor.
* Act on behalf of the supervisor in regard to establishing priorities and identifying and resolving problems that are administrative in nature. Use independent judgment to keep supervisor informed of all matters that require his/her attention.
* Serve as the liaison to various internal and external constituencies, including screening correspondence and telephone calls; keep the supervisor informed of all matters requiring his/her attention. Independently prioritize, plan, coordinate and/or oversee logistics and conferences with individuals and entities internal and external to the university, including executive and senior level staff, donors and government officials
* Compose correspondence; develop, review and edit presentations and documentation; independently research and analyze associated issues and/or compile materials needed for presentation and/or decision-making purposes.
* Manage complex business travel in compliance with unit, university, and sponsor policies.
* Prepare reports and analyses, identify adverse trends and make appropriate recommendations or conclusions.
* Manage multiple projects simultaneously. Anticipate and track initial dates, events and associated action items; follow up with appropriate parties on behalf of supervisor to ensure deadlines are met.
* May also supervise staff.

## Knowledge, Skills and Abilities

* Demonstrated high-level administrative experience which includes advanced computer skills and demonstrated experience with office software and email applications.
* Excellent verbal and written communication skills, including editing and proofreading.
* Excellent planning and organizational skills. Ability to take initiative and ownership of projects.
* Demonstrated ability to handle sensitive issues and maintain confidentiality.
* Demonstrated ability to perform duties with a high level of professionalism, flexibility, discretion, judgment, diplomacy and tact.
* Ability to multi-task, adapt to changing priorities and meet deadlines.
* Previous experience in strategic management and leading large multi-functional teams including financial teams.
* Strong leadership and strategic management skills; experience partnering at the senior level across an organization. Experience as a senior manager with responsibility for developing and mentoring managers and senior professionals.

## Position Requirements

Education: High school diploma

Experience: 5+ years of relevant experience

FLSA: Non-Exempt