

Sul Ross State University
Position Description

Official Title: Director of Administration

Job Code: 1103

Salary Group: Unclassified

Summary

Function: Assists the President in the execution of his duties.

Scope: Supervises and/or performs office operations in the President's Office, provides full and diversified administrative support of a responsible nature to the President, organizes and/or executes special projects, and improves public relations, both external and internal. The position requires broad and comprehensive experience, skills and knowledge in organizational policies, procedures and practices. The Director serves as a facilitator who coordinates deadlines and other specific tasks as assigned by the President.

Duties:

Essential: Maintains Administrative Policy Manual; Compiles President's Report to the Board of Regents; Supervises Administrative Assistant to the President and other special report staff as directed by the President; Maintains university mailing lists; Prepares faculty appointment letters; Coordinates special functions such as retirement receptions, campus awards, and other events; Manages the President's calendar, including drafting and preparing meeting agendas, briefing notes and corresponding materials; Manages communication (e.g., email, written correspondence, or verbal) for the President with internal and external constituencies; Serves as Public Information Coordinator for the University; Serves as Title IX coordinator; Maintains contact with members of the President's senior management team and other campus employees and communicates presidential directives campus groups; Serves as liaison to Texas State University System staff, Board of Regents and other university stakeholders; Manages projects as directed by the President and as dictated by the office's project timeline; Updates the President's office webpage; Manages the President's Blog; Handles work of a confidential or complex nature, necessitating exposure to sensitive information and contacts requiring considerable discretion, judgment, tact and diplomacy, as well as a practical knowledge of the practices and procedures of the school and its programs; Coordinates and make arrangements for conferences, meetings and events for the President, including arranging domestic and international travel plans; Prepares reports, exhibits, and graphics for the President; Develops and edits complex business documents from limited information with or without guidance or input; Establishes and oversees a systemic, error-free approach to soliciting and producing materials and related reports and data to submit to the system office for Board of Regents meetings; Develops and monitors the fiscal budget for the Office of the President; Receive, review and coordinate action of President's incoming mail; Establish and schedule deadlines for the dissemination of information; Answers telephone calls, determines priorities, prepares responses, and/or responds in an appropriate and timely fashion; Ensures that the President's expense reports and membership invoices are processed regularly and accurately; Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times; and all other duties as assigned by the President.

Non-Essential: Coordinate mail outs; assists the External Affairs office as needed.

Supervision

Received: Receives general supervision from the university President.

Given: Supervises administrative coordinator, house coordinator, and student assistants.

Education

Required: Bachelor's degree.

Preferred: Master's degree.

Experience

Required: Four years related experience.

Preferred: 1 to 2+ years of experience working in a Director or management capacity in support of senior level professionals; and particularly in a university setting.

Equipment/Skills

Required: Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook; Must be a committed leader and team player with the ability to function both independently and as part of a team; Possess excellent verbal and written communication skills; Function effectively in a fast-paced environment; Ability to complete multiple projects simultaneously; Flexible, tactful, and patient in all circumstances; Readily adaptable to changing circumstances and priorities; Excellent interpersonal communication and organizational skills; Ability to function with minimal instructions.

Working Conditions

Usual: Normal office conditions, Monday - Friday, 8 am - 5 pm; however, some evenings and weekends may be required; position is exempt from overtime compensation.

Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director and the President.

Date: October 1, 2014