

Sul Ross State University
Position Description

Official Title: Executive Assistant to the VP for Enrollment Management

Job Code: 4005

Salary Group: RU 2

Summary

This position provides administrative support and coordination to the Enrollment Management Division and specifically to the Vice President for Enrollment Management. The EA collaborates with key partners in each of the departments reporting under the EM Division.

Duties:

The Executive Assistant will provide support for enrollment management projects as determined by the EM Division head. The Executive Assistant will identify and develop working relationships with various internal and external stakeholders to promote positive relationships and increased communication channels. The Executive Assistant provides support through business management of identified departments including budget oversight, purchasing and expenditure reconciliation, and requisition processing. Additionally, the Executive Assistant provides back up support for the enrollment services front desk as needed. The Executive Assistant provides reports and coordinates information from various departments when needed. Performs additional job related duties as assigned.

Supervision

Received: Member of the Enrollment Management Division. Reports directly to the Vice President for Enrollment Management.

Given: Direct supervision of student employees.

Education

Required: Associate's Degree.

Preferred: Bachelor's degree.

Experience

Required: 2-3+ years equivalent experience in executive level offices, enrollment management, admissions, student life, student affairs; or similar public relations and office environments.

Preferred: Experience in budget management, strategic planning, office administration.

Equipment/Skills

Required: Knowledge and application of best practices in budget preparation and fiscal management. Skilled in organizing resources and establishing priorities. Advanced knowledge of university business and operating systems, policies, and procedures. Ability to supervise and train student employees including organizing, prioritizing, and scheduling work assignments. Advanced verbal and written communication skills. Strong interpersonal skills and ability to work effectively at all levels in a collaborative team environment.

Working Conditions

Usual: Office conditions; office hours 8 am - 5 pm Monday through Friday. Weekends as needed for university functions.

Exempt from overtime provisions. Some travel is required. Position is Security Sensitive.

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

Revised: February 2023