

Sul Ross State University Position Description

Official Title: Executive Assistant for Student Life **Salary Group:** (Unclassified) 2 Exempt
Job Code: 4005

Summary of Duties

The Executive Assistant to the VP of Student Life; administrative details and performs administrative functions that require knowledge of procedures and operations and an understanding of the University's role within the community; has recurring contact with members of the Texas State University System, senior administrators and executives, public and private officials, the media, students, and parents; exercises initiative and independent judgment in managing Vice President and Dean of Student Life schedule and the office procedures; and uses discretion in the dissemination of information to faculty, students, staff and the various publics served by the University and coordinates activities with several major subordinate administrative units of the University.

Skills

Excellent verbal, written, and communication skills are required; i.e., the ability to communicate effectively verbally and through written correspondence as well as in communicating with individuals in one-on-one situations. Exceptional command of grammar, punctuation, spelling and correct usage of the English language is required. Bilingual English/Spanish fluency is preferred. Attention to detail is required. Computer literacy is required and includes keyboarding ability and proficiency with word processing, spreadsheets, and presentation software. Excellent organizational skills are required. Must be able to work independently, use initiative, and make substantive decisions quickly. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Essential Duties and Responsibilities

Essential: Assigns and reviews work of small clerical staff; keeps various administrative fiscal, and/or academic records; prepares and/or verifies documents for accuracy. Reports; composes correspondence for signature; compiles complex reports which may include research, calculation, and composition; requisitions and maintains supplies of materials; provides individuals and general public with information policies and procedures; may make arrangements for travel, meetings, and special programs; performs tasks requiring high level of skill transcribing materials from dictation or draft; operates computer utilizing advanced expertise for word processing, spreadsheet applications, and/or data base management; operates administrative computer for entering data querying, and compiling reports; may maintain department web pages.

Non-Essential: Duties unique the office, and other duties as assigned.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Position is Security Sensitive.

Supervision

Received: The Executive Assistant reports to the VP of Student Affairs.

Given: Supervises student and other classified employees.

Education

Required: Bachelors

Preferred: Master's Degree

Experience

Required: two to three years of related office experience or training.

Preferred: Four years of related experience, with part at SRSU or other university.

Working Conditions

Usual: Office conditions; standard hours; exempt from overtime provisions. Position is Security Sensitive.

Special: May be required to work evenings/weekends for university events.

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

Date revised: June 2023