

Sul Ross State University

Position Description

Official Title: Executive Assistant to the Vice President of Administrative Services and COO
and Dean/Assistant Provost's Office

Salary Group: Unclassified 3

Job Code: 4005

Summary

Function: Provides highly skilled administrative assistance in a critical area.

Scope: Manages preparation of high priority and sensitive materials; exercises independent judgment in a wide variety of routine and complex office decisions.

Duties

Essential: Assists in office operations and in coordinating the work of the offices of direct reports. Operates computer utilizing advanced expertise for word processing, spreadsheet applications, and/or data base management. Keeps various administrative fiscal records for reporting office funds and individual project expenditures; prepares and/or verifies documents for accuracy such as annual reports, correspondence, etc. Requisitions and maintains supplies of office materials. Uses Banner for requisitioning supplies and compiling financial reports. Provides individuals and general public with information about the University and attends various functions to assist with events. Processes travel applications and vouchers for trips. Prepares annual mail outs as necessary. Prepares agendas, takes and transcribes minutes of committees as assigned; composes correspondence for signature; compiles complex reports which may include research, calculation, and composition; 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. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Academic responsibilities:

Graduation duties which include graduation, graduation applications, assessment of audits, and other graduation requirements, prepares travel for VP and dean/associate provost work with department chairs and dean/associate provost with all academic duties, will attain and send out reports as needed, is responsible ADA accommodations, will work with individual departments in creating and paying invoices, parking permit distribution, assist with the academic calendar, maintain personnel files, helps coordinate events, and other administrative duties, coordinates room assignments, assist and prepares. Temporary Employment Forms for departments and dean/associate provost and other duties as necessary. Confidentiality responsibility is required.

Supervision

Received: Executive Committee Member.

Given: Supervises student employees. May supervise subordinate clerical staff.

Education

Required: Bachelor's Degree.

Preferred: Master's Degree in Business, Accounting, Public Administration or related field.

Experience

Required: Four years of related office management supervisory experience.

Preferred: Five years of related office management with part at SRSU or other university.

Equipment/Skills

Required: Standard office machines; advanced computer skills. Preferred: Expertise in Excel and Word.

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: August 2023