

Executive Aide

Skill Level: 6

FLSA Status: Non-exempt

IPEDS: 410

Job Purpose: Performs a variety of complex secretarial, administrative and clerical tasks which may include, but are not necessarily limited to, coordinating the flow of work and people through the executive's office, drafting correspondence, reports and memos, maintaining the executive's calendar, making travel arrangements, coordinating logistical arrangements for conferences and meetings, composing documents, purchasing supplies, compiling information for report preparation.

This position works under somewhat limited supervision in performing complex office activities requiring on-going analysis, independent judgment and discretion. This classification requires a greater degree of knowledge of office variety operations and secretarial skills than that of the Secretary 3, and must be assigned to an executive.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Serves as secretary to an executive (1st or second level of management in an organization).
Serves as liaison for executive for internal and external contacts.
Follows up with others on projects assigned by executive.
Drafts non-routine correspondence and memos for executive's signature; uses word processing and graphics software to format and generate a variety of complex materials including correspondence, memos, reports and presentations.
Receives, directs, and assists visitors and incoming telephone calls; provides procedural information; assists in solving problems for students, faculty, staff and the public. Screens visitors and telephone calls.
Maintains supervisor's calendar and schedule; makes appointments and travel arrangements; plans and arranges conferences and special events by ensuring that any necessary rental/reservation and catering arrangements are made.
Reads and reviews incoming mail; processes incoming forms and paperwork; recommends and drafts responses, where appropriate; composes and forwards memos and letters to appropriate individuals relative to informational inquiries.
Supervises daily financial matters in the executive's area, including estimates office needs and operating requirements for budgetary and purchasing purposes; monitors expenses; insures the completion of all required forms; apprises executive of budget matters.
Researches policies, procedures and guidelines for executive and ensures that appropriate procedures are established in department to comply.
Develops and maintains divisions filing system.
Maintains personnel, financial, statistical and other important records.
Monitors and maintains inventory of supplies, forms, and other materials; initiates ordering process as necessary.
Performs standard to moderately complex research by collecting and analyzing information; assists in preparing comprehensive reports.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation. These functions may vary by institution. Incumbents may provide backup to various functions within the unit.

Direction Received:

Receives somewhat limited supervision from the designated executive.

Direction Given:

May supervise office staff, ensuring that tasks are assigned and completed; may evaluate performance and recommends hiring, discipline, and related matters for office workers.

Job Specifications:

High School diploma or GED plus three (3) years secretarial office experience, or an equivalent combination of education and experience. May require specific level of skill in keyboarding.

Knowledge, Skills, Abilities, and Worker Characteristics:

Skill in interpersonal communication with constituents of diverse backgrounds
Knowledge of office practices, procedures and equipment.
Skill in use of business English
Skill in organizing and prioritizing multiple tasks required for own work and work of others

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	6	513131331

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.