

**Executive Secretary**

**Skill Level: 7**

**FLSA Status:** Non-exempt

**IPEDS: 410**

Job Purpose: Serves as non-exempt support to executive management. Performs a variety of complex administrative and secretarial tasks which may include, but are not necessarily limited to, managing the executive office, coordinating flow of work and people through the executive's office, screening contacts for the executive and referring them to others as appropriate, maintaining the executive's calendar, making travel arrangements, drafting reports and presentations, coordinating logistical arrangements for events planned by the executive, etc.

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

Interacts with internal or external constituents as directed by the executive, including senior officials, donors and high-level government officials. Assists in problem solving.  
Concurs with other vice presidents, deans, department heads or others on matters of importance in the absence of the executive.  
Follows up with others on projects assigned by executive.  
Drafts non-routine correspondence and memos for supervisor's signature.  
Maintains supervisor's calendar and schedule; makes appointments and travel arrangements; coordinates events planned by the executive.  
Reads and reviews incoming mail for executive and provides related material to executive.  
Monitors financial and personnel matters in the institution or division.  
Researches policies, procedures and guidelines for executive.  
Performs 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 limited supervision from an executive. Must be able to function independently and use appropriate judgment, decision-making and discretion.

Direction Given:

Typically supervises office staff; ensures that tasks are assigned and completed; evaluates performance and recommends hiring, discipline, and related .

Job Specifications:

High School diploma or GED plus four (4) or more years of secretarial or administrative 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 from diverse backgrounds  
Knowledge of administrative practices and principles and organizational structure  
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.

Date  
5/2004

Skill  
7

Evaluation  
514131341

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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.