



DATE ISSUED: 10/12
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Assistant to the Vice Provost

JOB SUMMARY

Performs responsible work in managing the day-to-day operations of the office of the Vice Provost. This position requires a high level of initiative and judgment and is responsible for a variety of complex decisions and administrative services. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice Provost

Supervises: May supervise Senior Administrative Assistant, Senior Secretaries, Secretaries, and Student Assistants

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Oversees administrative operations.
- Serves as assistant to the Vice Provost maintaining and coordinating the calendar, appointments, correspondence, filing, and special projects.
- Responsible for independently performing highly responsible and confidential clerical duties and performing non-standardized work requiring the employee to work out production methods, schedules and priorities.
- Interprets policies and procedures to faculty, administrators, staff and students.
- Maintains contact with other University offices and external agencies.
- Prepares, monitors and maintains control of expenditures within budgets.
- Maintains departmental budgeting and prepares monthly summary reports and projections.
- Prepares departmental purchase orders and travel reimbursements.
- Coordinates special assignments and projects.
- May assign and review the work of staff.

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- May interview and select new staff.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Bachelor's degree preferred.

EXPERIENCE

Eight years of experience in administration. A combination of education, job related experience, and training may substitute for the experience required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.