



DATE ISSUED: 02/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Executive Assistant to the Chancellor and President

JOB SUMMARY

Performs highly responsible and confidential administrative work in the Office of the Chancellor and President. Coordinates Chancellor and President's calendar and travel. Oversees annual operating budget process for the Chancellor and President. Responsibilities involve the application of constructive measures and appropriate solutions to procedural and administrative matters. Work includes public contact in interpreting and promoting departmental/institutional programs and rendering administrative decisions. Work is performed under general supervision of the Chancellor and President and performance evaluation is based upon completion of assignments and result obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies and Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chancellor and President

Supervises: May supervise clerical employees

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

- Coordinates and manages the daily schedule of the Chancellor including setting appointments and maintenance of Chancellor's calendar.
- Coordinates the University Ambassador's travel and calendar.
- Coordinates travel arrangements and reimbursements for the Chancellor and University Ambassador.
- Assists in coordination of special projects for the Chancellor.
- Addresses questions and concerns related to university matters and directs inquiries to appropriate campus resources.
- Maintains general files.
- Creates requisitions/purchase orders, reconciling purchase card transactions, and processing travel vouchers for the Chancellor, University Ambassador and Chief of Staff.
- Staff contact for the Director of Legislative Affairs in Austin – process reimbursements and assist with travel arrangements as needed.

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- Staff contact with CPUPC Executive Director – facilitate communications and distribution of documents, etc.
- Track events and informs Chancellor of key events that warrant attendance.
- Oversees annual university organizational charts.
- Oversees Annual Operating Budget Process for Chancellor's Office
- Develops office operating/administrative budgets for Chancellor's review and approval.
- Maintains records for budget management and financial account accuracy.
- Tracks office personnel and operating costs, make recommendations regarding expenditures, and complete budget transfers as required.
- Reports monthly on office financial accounts, fiscal and personnel status, and unit activities.
- Assists with the development and management of annual operating/administrative budgets for Commencement and other special events.
- Receives funding requests from Chancellor's direct reports and other University components, make recommendations, and process as appropriate.
- Monitors and initiates Chancellor's social/professional memberships and newspaper/periodical subscriptions. Monitors and initiates Chancellor's Office sponsorships.

ADDITIONAL DUTIES

- Coordinates, reviews, and approves timesheets for Chancellor's staff, Vice President's, and all direct reports.
- Coordinates and reviews incoming correspondence from administrators, faculty, students, staff, alumni and various publics directed to the Chancellor and President.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Eight years of highly skilled administrative support experience. Additional job related experience may substitute for the required education on a year-for-year basis.

REQUIREMENT

Valid driver's license issued by the State of Texas and a safe driving record.

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 university related 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.

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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.

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.