



DATE ISSUED: 01/06
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Executive Assistant to the Vice President/Provost

JOB SUMMARY

Provides professional support to the Vice President/Provost in all areas of the division. Ensures smooth operation of the office and advises on organizational and institutional matters. Interfaces with directors and other executive staff to address concerns of the University; and assist with administrative and staff service functions of the division. Work is performed under general supervision of the Vice President/Provost with evaluation based on overall effectiveness and accomplishment of assigned goals 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 President/Provost

Supervises: May supervise clerical staff

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

- Manages daily complex operations of a large division.
- Conducts and prepares official state and federal government reports.
- Assists with the overall control and assures compliance with university policy.
- Assists with planning, coordinating, and evaluation of short and long term goals.
- Serves as a planning and resource person to directors and other support staff reporting to the VP/Provost on a wide range of administrative matters.
- Manages the departmental Records Retention Program under guidance of the Records Retention Officer.
- Participates in policy development, including drafting and reviewing policies prepared by directors or executive staff in the division.
- Provides interpretations of policies and procedures concerning the division
- Coordinates and manages the daily schedule of the Vice President/Provost.

- Arranges all travel and itinerary planning for the VP/Provost in the course of University business.
- Assists the VP/Provost with the preparation of official state and federal governmental reports.
- Maintains the operating budget for the division in accordance with federal regulations and University policy and procedure.
- Determines work priority and disseminates accordingly.
- Trains support personnel.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Five years of progressively responsible job related experience is required. Related experience may substitute for the required degree on a two-for-one year basis.

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

Executive Assistant to the
Vice President/Provost
Date Issued: 01/06
FLSA: Non-Exempt
PTO: COVS

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.