Executive Assistant

Definition of Class
This is a highly experienced level support staff position in which the incumbent functions as the principal support to an executive officer. The incumbent performs both administrative and clerical duties and is given broad latitude and judgment within the framework of sound office practices for performing duties that involve a high degree of proficiency, discretion and confidentiality. The work involves frequent contact with persons within and outside of the University system for the purpose of exchanging information. The incumbent receives instructions on a general basis from immediate supervisor and may coordinate the work of other support staff. This position reports to the Chancellor, Vice Chancellor, Provost, or positions reporting directly to the Chancellor.

Examples of Work Performed
May act as a liaison for the executive officer with members of the Board of Trustees, internal and external departments, organizations, agencies and the general public.

Coordinates and maintains calendar of appointments, including interviewing callers and making appropriate referrals. Makes arrangements for travel, conferences and meetings; notifies appropriate parties of the date, time, and location of such arrangements, and prepares travel authorizations, and reimbursements.

Organizes, designs, and maintains a complex filing system for classifying, retrieving and disposing of such material as correspondence, records, reports and other documents.

Drafts correspondence, reports, minutes and other similar documents requiring knowledge of spelling, punctuation and syntax sufficient to identify and correct grammatical errors. Makes independent decisions regarding format and arrangement.

Prepares and/or compiles data, reports, forms and materials for various briefings, meetings, conferences or other departmental use. Maintains database of pertinent information.

Routes correspondence and other materials by name of functional area in order to ensure timely distribution and appropriate action.

May update and maintain departmental website or other communication tools with current information.

Assists in the preparation of budgets and University forms. Maintains departmental budgets and posts charges to office accounts; reviews monthly charges and account balances.

Assists departmental personnel with purchasing to ensure adherence to University policy on property procurement. Maintains equipment maintenance contracts.

Maintains all account payable files, tracks accounts receivable to ensure proper credit, and tracks accounts payable to ensure accurate payment on all departmental purchases.
Assists with the coordination, implementation and evaluation of assigned programs or projects.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and maintains calendar of appointments.
2. Organizes, designs, and maintains a complex filing system.
3. Prepares and/or compiles data, reports, forms, and materials.
4. Makes arrangements for travel, conferences, and meetings.
5. Assists in the preparation of budgets and forms.
6. Types correspondence, reports, minutes, etc.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to talk or hear. The incumbent is frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).

  **AND**

- **Experience:**
  Four (4) years of experience related to the above described duties.
Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.