

N17ECU - INST SPECIFIC UMSA - EXECUTIVE ADMIN ASST TO CHANCELLOR

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8. Compiles data based on research techniques and on statistical analysis. Drafts financial, statistical, narrative, and other reports as required.
9. Assists in preparing and administering departmental budget.
10. Establishes and assures implementation of office procedures which implement operational policies, including establishing and revising complex and sensitive filing systems.
11. Orients and trains other clerical employees. Interprets and explains complex University policies, rules, regulations and procedures to them.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Associate of Arts degree in secretarial science.

EXPERIENCE: Ten years of secretarial experience, preferably including budgetary and supervisory responsibilities; five years of which must have included working as the principal personal assistant to a chief executive officer and requiring multiple and varied contacts with other high ranking officials.

OTHER: Applicants may be required to complete the institution's required skills assessment to be considered. Some positions require specific skills such as word processing, spreadsheet, presentation, database, email or calendaring software, and Internet proficiency.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of the functions, policies and procedures, organizations, and governing laws and regulations of the UMS; of modern office automation practices, procedures and equipment, and use of personal computer applications to ensure maximum office operational efficiency; of principles of office management and supervision; of standard records maintenance procedures; of basic budgeting and familiarity with the principles and practices of bookkeeping. Skill in composing a variety of correspondence following general instructions and without review. Ability to communicate effectively both orally and in writing; to react flexibly and effectively to constantly shifting demands; to exercise independent judgement and decision making in the absence of direct supervision, in accordance with laws, rules, and regulations; to apply University System policy to daily work problems; to independently prioritize office work, and adjust to priorities on short notice; to exercise good judgement, courtesy tact, and diplomacy in all communications at all levels, in giving and obtaining information, and in making proper disposition of problems; to interface with a wide range of complex personalities to include officials from both the private and public sectors; to establish and maintain

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effective working relationships with superiors, subordinates, associates, and the general public; to keep involved and complex clerical records; to prepare accurate reports from various statistical or accounting information; to work independently on complex and confidential clerical or administrative tasks; to supervise office operations and staff.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Weekend and overtime work may be required.