

Sul Ross State University Position Description

Official Title: Executive Assistant
to the President

Salary Group: Regular Unclassified 3

Job Code: 4004

Summary of Duties

The Executive Assistant to the President relieves the President and President's Office Staff of operational and administrative details and performs administrative functions that require a thorough knowledge of University policies, procedures, and operations and an understanding of the University's role within the community; has recurring contact with members of the Texas State University System, senior administrators and executives, public and private officials, the media, students, and parents; exercises initiative and independent judgment in managing both the President's and Executive Director's schedule and the office's daily activities; and uses discretion in the dissemination of information to faculty, students, staff and the various publics served by the University and coordinates activities with several major subordinate administrative units of the University.

Skills

Excellent verbal, written, and communication skills are required; i.e., the ability to communicate effectively verbally and through written correspondence as well as in communicating with individuals in one-on-one situations. Exceptional command of grammar, punctuation, spelling and correct usage of the English language is required. Bilingual English/Spanish fluency is preferred. Attention to detail is required. Computer literacy is required and includes keyboarding ability and proficiency with word processing, spreadsheets, and presentation software. Excellent organizational skills are required. Must be able to work independently, use initiative, and make substantive decisions quickly. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Essential Duties and Responsibilities

- Facilitates the efficient utilization of the President's time through development and coordination of a complex calendar of appointments, meetings, social engagements, and University and community functions with individuals and groups.
- Promotes a positive image of the University by greeting and receiving visitors to the President's office.
- Serves as a liaison between the President and other University administrators, members of the Texas State University System, public and private officials, various boards, faculty, staff, students, and the various publics served by the University.
- Safeguards the confidentiality of University administration by exercising discretion in communicating information to various publics served by the University.
- Serves as the Public Information Coordinator for the university and attends annual trainings to stay current with open government laws.
- Coordinates the flow of incoming communications and outgoing communications.
- Serves as event coordinator or assists in planning various functions for the President's Office.
- Facilitates efficient and cost-effective official travel for the President and other official visitors.
- Provides information for reports and records through research, data retrieval, compiling and/or tabulating statistics, and organizing and presenting the information in useable and understandable formats.
- Oversees the storage and organization of materials, products, and equipment of the office in assigned storage facilities.

- Assists with development and management of the budgets under control of the President's Office by maintaining financial records.
- Performs records management of a complex filing system by overseeing the filing system.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current through self-directed professional development.
- Contributes to the overall success of the University by performing other essential duties and responsibilities as assigned.

Supervision

Received: The Executive Assistant to the President reports to the President.

Given: Supervises student and other classified employees.

Education

Required: Bachelor's Degree

Preferred: Bachelor's Degree and experience managing office operations.

Experience

Required: Four years of related office experience or training.

Preferred: Four years of related experience, with part at SRSU or other university.

Working Conditions

Usual: Office conditions; standard hours; exempt from overtime provisions. Position is Security Sensitive.

Special: May be required to work evenings/weekends for university events.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: 05/2022