

## EXECUTIVE ASSISTANT \*

### **Function of Job:**

Under administrative review by the chief executive officer of a campus or the System, provide extremely high level of administrative and operational support, serve as liaison to internal and external constituencies, apply thorough knowledge of campus operations and policies, and maintain the highest degree of discretion, confidentiality, and independent judgment in all interactions.

### **Characteristic Duties and Responsibilities:**

1. Manage and perform office operations as required by the chief executive officer, such as monitoring visitors, opening and prioritizing mail, monitoring office budget, handling telephone calls, maintaining calendar of appointments, meetings, and deadlines, ordering supplies and equipment, and organizing and maintaining office files.
2. Maintain office budget, including processing and reconciling expenses, requesting budget moves, and providing budget reports as needed.
3. Manage communications by summarizing and screening all incoming materials and bringing sensitive information to the chief executive's attention.
4. Work with other departments to resolve problems and complaints brought to the chief executive by students, parents, and other constituencies
5. Make complex travel and meeting arrangements, including Board of Trustee meetings, arrangements for presidential guests and conferences.
6. Serve as authoritative liaison and resource for the chief administrative officer with campus faculty, staff, and students, Board and USNH System officials, town/city representatives, and the general public.
7. Research, compose, and prepare correspondence, and reports requiring decisions which tend to establish precedents.
8. Prepare materials for meetings and presentations and provide summaries of meetings.
9. Arrange, participate in, and/or implement decisions of conferences, committee meetings, and boards of trustees meeting as directed.
10. Sign chief executive's name to correspondence, requisitions, vouchers, and other forms of correspondence as directed.
11. Manage and direct the planning of various executive and college/university events, both on and off campus, including coordination of such areas as logistics, catering decisions, and assessment, as assigned.
12. Hire, train, supervise, and evaluate student workers and/or other staff as required.
13. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in management or related field and four years of responsible office support experience, or combination of Bachelor's degree, specialized training, and responsible office experience equal to 8 years.

2. Supervisory experience.
3. Comprehensive knowledge of office and budget management.
4. Computer skills as required by chief executive officer.
5. Strong interpersonal and communication skills.

**Additional Desirable Qualifications:**

1. Work experience in higher education.
2. Budget experience.

7/01/07  
System Approval

7/01/07  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

Revised – original dated 10/16/75 and 8/07/06 as Executive Secretary