



JOB INFORMATION

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| Job Code | DB48 |
| Job Description Title | Sr Exec Asst, Advancement |
| Pay Grade | AS13 |
| Range Minimum | \$54,500 |
| 33rd % | \$69,033 |
| Range Midpoint | \$76,300 |
| 67th % | \$83,567 |
| Range Maximum | \$98,100 |
| Exemption Status | Exempt |
| Approved Date: | 6/4/2024 11:16:10 AM |

JOB FAMILY AND FUNCTION

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|---------------|--------------------------------------|
| Job Family: | Administration & Operational Support |
| Job Function: | Administrative Operations |

JOB SUMMARY

Provides executive-level administrative support in the office of the SVP, Advancement. Under general supervision, this position oversees office operations, creates managerial reports and works independently on routine, ongoing and special reports. Provides administrative guidance to the Advancement leadership team. Exercises discretion and routinely deals with information of a sensitive and confidential nature.

RESPONSIBILITIES

- Assists the SVP, Advancement for all meetings, maintains files, calendars, and confidential information and prepares presentation materials to include Excel spreadsheets and PowerPoint presentations. Provides administrative guidance to the staff of the Advancement leadership team in administrative functions such as, but not limited to, writing memorandums, document reviews, and presentation preparation. Schedules appointments, contacts required attendees for availability, reserves meeting rooms, and records and transcribes minutes for record purposes.
- Screens phone calls, visitors and correspondence and forwards to the appropriate office/area. Maintains calendars and schedules meetings. Coordinates conferences on site and away from campus and travel, making arrangements as necessary. Coordinates meetings, receptions and/or events in collaboration with various national, regional, state, and campus committee memberships to include making travel arrangements and taking notes if conference is on-site. Coordinates with appropriate staff all Advancement receptions and special functions to include regularly scheduled meetings and annual events for the larger campus Advancement population.
- Serves as a liaison with other campus departments and outside agencies, including other members on the management teams and associated boards. Handles both confidential and non-routine information.
- Performs general administrative duties related to financial records and documents, travel, and reimbursements for the SVP, Advancement. Provides guidance and support regarding candidate interview agendas and reimbursements for applicants.
- Develops and/or revises office procedures and works closely with the SVP, Advancement to update Advancement policies and procedures.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience |
|--------------------|---|-----|---------------------|---|
| Associate's Degree | Associate of Arts in Business Administration or Applied Science: Administrative Assistant Specialization, or related. | and | 8 years of | Executive assistant preferably within a complex organization; including budget management, procurement, electronic filing and database management; office management experience; experience interfacing with corporate and/or institutional executives; extensive experience handling sensitive and confidential information and documents. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Demonstrated applied knowledge of office administration and customer service skills required. |
| Solid working knowledge of office processes and business policy development, and of related computer software (including proficiency with Excel spreadsheet formulas including pivot tables and VLOOKUPS), and electronic communications tools. |
| Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy. |
| Experience managing to a budget with multiple deadlines required. |
| Ability to work across teams with a variety of projects and constituencies. |
| Knowledge of general office practices, basic math, and University policies and procedures. |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required. | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|-----------------------------------|
| Physical Demands Category: | Office and Administrative Support |
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PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | | X | | | | 25 lbs |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | X | | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|----------------------|-------|--------|--------------|------------|------------|
| Extreme temperatures | | X | | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | | X | | |
| Chemical | | X | | | |
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

Vision Requirements:
Ability to see information in print and/or electronically.