
SECTION D-9

**JOB DESCRIPTION
EXECUTIVE ADMINISTRATIVE ASSISTANT**

**University of Houston
Job Description**

Asst, Administrative, Exec

Job Code: **D5H4** Pay Plan: **UHE** Family: **ADMIN SERVICES**
FLSA: **E** Pay Grade: **109** Sub Family: **Administrative Support**

This position may be security sensitive requiring a criminal history investigation of the final candidate.

Summary

Coordinates, directs and manages the office of a top university executive.

Job Duties

1. Coordinates and manages the daily schedule of the university executive with internal and external parties, which includes staff, university administrators, alumni, students, Board of Regents, government officials and community leaders.
2. Maintains appointment/meeting schedule and calendar.
3. Makes travel arrangements, screens all in-coming telephone calls, and sorts and prioritizes mail.
4. Drafts routine responses to correspondence as needed.
5. Functionally supervises projects in the office of the executive.
6. Collects and prepares information for use in discussions and meetings with executive staff members and outside individuals.
7. May supervise secretarial and clerical staff in the office.
8. Performs other job-related duties as assigned.

Job Requirements

Education

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

Experience

Requires a minimum of five (5) years of directly job-related experience.

Certification/Licensing

None.

Work Complexity

Requires a detailed knowledge of a specialized or technical field. Work requires the direct application of a variety of procedures, policies and/or precedents.

Change in Knowledge

The knowledge and/or technology used in the job changes periodically; occasional study and training is required.

Problem Solving

Requires the examination and basic analysis of information that is not readily available, some of which is highly technical or specialized, to arrive at solutions or recommendations and/or take appropriate action.

Impact of Decisions

Inside Department	Considerable.
Outside Department	Considerable.
Outside University	Moderate.

Judgment

Requires judgment to set priorities, evaluate results, coordinate work with others, and so forth. Duties include different and related processes and methods.

Supervision

Involves general scheduling and review of work as a working supervisor or lead person over one or more employees doing the same type of work. Work is typically routine and requires general instructions.

Customer Service

Internal Service	Handles routine customer problems between customer and other departments
External Service	Handles routine customer problems between customer and other departments

Environmental Conditions

Working conditions	Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.
Physical Effort	Position is physically comfortable; individual has discretion about walking, standing, etc.
Physical Risk	Work environment involves minimal exposure to physical risks.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Last updated: 7-01-2016