# Executive Assistant II Standard Job Description

**Classification Title:** Executive Assistant II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Summary:**

The Executive Assistant II, under general supervision, provides administrative support to high level administrators or an executive leadership team member. Work involves coordinating high-level operations of a college or division. Exercises discretion and independent judgment with respect to matters of significance.

**Essential Duties and Tasks:**

**40% Logistics**

* Coordinates calendars, meetings, and other activities for a high-level administrator.
* Provides technical guidance and advice on administrative matters to college or division executives, management, or staff.
* Coordinates and monitors action items and assignments made by the administrator.
* Drafts, manages, and processes high-level confidential correspondence and files.
* Controls and evaluates the flow of documents.
* Prepares travel arrangements and files documentation for travel reimbursement.
* Prepares notices and/or agendas for meetings.
* Attends committees on behalf of supervisor when asked.
* Plans and prepares reports.
* Researches, compiles, and applies information, making evaluative judgments on appropriate data to use.
* Analyzes requirements for projects or initiatives.

**40% Administrative**

* Serves as the primary contact point for the high-level administrator.
* Applies, interprets, and communicates policies and procedures and serves as a resource for answering questions regarding policies.
* Responds and resolves inquiries and problems.
* Reviews administrative practices and programs and assists in formulating policies.
* Makes recommendations for process improvements, administrative changes, or new initiatives.
* May provide backup to executive support staff in helping the senior administrative leadership team.
* Acts as administrator’s representative in dealing with third parties.
* Evaluates documents submitted for administrator’s signature.
* Provides support for long-range planning and scheduling of activities.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor's degree or equivalent combination of education and experience.

**Required Experience:**

* Four years of experience in office administration.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to build strong working relationships and a productive work environment.
* Advanced knowledge of spreadsheet, presentation, database, and word processing software programs.
* Excellent interpersonal and communication skills, and ability to plan and organize effectively.
* Maintains professionalism and composure.
* Ability to demonstrate initiative by independently taking action to solve problems.
* Attention to detail.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Computer
* Telephone
* General Office Equipment

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**