**Executive Assistant III Standard Job Description**

**Classification Title:** Executive Assistant III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Job Summary:**

The Executive Assistant III, 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. Provides expert technical guidance and advice on administrative matters to college or division executives, management, or staff. 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 expert technical guidance and advice on administrative matters to college or division executives, management, or staff.
* Oversees 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 complex projects or initiatives.
* Serves as liaison and point of contact for the administrator.
* May oversee event coordination for the office.
* In collaboration with the staff, maintains and monitors event budgets for office.
* Assists with the implementation of and coordination of short and long term objectives.

**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 complex inquiries and problems.
* Reviews administrative practices and programs and assists in formulating policies.
* Makes recommendations for process improvements, administrative changes, or new initiatives.
* Provides 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:**

* Six 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**