**Executive Assistant to the President Standard Job Description**

**Classification Title:** Executive Assistant to the President

**FLSA Exemption Status:**Exempt

**Pay Grade:** 17

**Job Description Summary:**

The Executive Assistant to the President, under general direction, provides management and professional administrative support to the President.

**Essential Duties and Responsibilities:**

**40% Executive Administration**

* Directs all executive administrative service functions.
* Plans long and short-term business objectives.
* Plans, organizes, and directs all staff activities and operations.
* Supervises staff and student workers.
* Manages all calendar and appointment scheduling of the President, including complex and highly sensitive matters.
* Ensures all information is provided to the President for meetings and appointments.
* Oversees arrangements for dignitaries and other distinguished visitors, as well as potential employees visiting the campus.
* Arranges university social functions and receptions hosted by the administrator.
* Directs support for the President’s daily operations, including event planning and travel.
* Proofs and prepares correspondence for the President for signature and action.
* Assists the President with project management and follow-up on initiatives and action items.

**20% Mail and Communication Management**

* Manages the review, routing, and tracking of all mail received by the President.
* Analyzes and develops an organizational system to track the management of mail received by the Office of the President.
* Reviews all items requiring the President's approval and signature, collecting additional information or backup as needed.
* Compiles reports and formulates, interprets, and implements policies, rules, and regulations.

**10% Event Planning and Representation**

* Acts as the administrator’s representative in dealing with third parties.
* Provides assistance and attends special events, which may include weekends or evenings.
* Oversees the creation of timelines, agendas, and run of show for the President’s meetings.

**10% Office Management**

* Serves as an Office Manager.
* Maintains and monitors budgets and fiscal records management responsibilities.
* Evaluates and develops procedures for process improvement and new initiatives for office administrative staff.

**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:**

* Ten years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**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?**

[ ]  **Yes**

[x]  **No**