DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Executive Officer Assistant  
DEPARTMENT: University Operations and Services

DATE: July 1, 2016  
SCHEDULE: Regular, Full-time, 12 months, M-F 8 a.m.-5 p.m.

REPORTING SUPERVISOR: Exec. VP/COO/CIO  
FLSA: Non-exempt  
IPEDS: 43

JOB FUNCTION:
Supports the Executive Vice President/COO/CIO and others, with regard to budgeting, scheduling, correspondence, research, reporting, monitoring and events, and manages the Office of the Executive Vice President/COO/CIO.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

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<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tr>
<td>Office Management – 65%</td>
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<tr>
<td>1. 30% Ongoing</td>
<td>Maintains official office budget accounts and all financial records for the Exec. VP/COO/CIO, including facilities, information systems, technology services, bookstore, and Carbon Copy budgets, verifying the accuracy of reports and printouts and assuring fiscal responsibility. Monitors expenditures in accordance with budgeted amounts, and reviews and authorizes purchase of supplies, services and equipment within budget limits. Responsible for purchases for the department, check requests and expenditures requested by the office staff. Assists in organizing budget requests from departments for the annual budgetary process. Responsible for all credit card bills and overseeing their payment.</td>
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<td>2. 10% Ongoing</td>
<td>Maintains and coordinates the official calendar for Exec VP/COO/CIO, including project and proposal deadlines, inter- and intra-office meetings, on and off-campus appointments for all staff travel and all staff vacations. Establishes and implements a procedure to ensure staff members provide dates and associated information to be compiled and placed on the calendar.</td>
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<td>3. 5% Ongoing</td>
<td>Maintains all of the office’s confidential files, including correspondence and files. Maintains a system to file and retrieve documents that relies on organizational skills and knowledge of filing systems with attention to accuracy.</td>
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<td>4. 5% Ongoing</td>
<td>Works closely with the Exec VP/COO/CIO to organize support documents and track information. Maintains a thorough knowledge of the contents and whereabouts of all pertinent files and documents.</td>
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<td>5. 5% Ongoing</td>
<td>Maintains an inventory of supplies and materials, and places orders as needed with the university supply clerk or other office supply vendors as necessary. Initiates work order requests for office maintenance, orders equipment, and arranges for service as needed. Oversees billing and payment processes for all mailings including those completed by outside mailing services.</td>
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<td>6. 5% Ongoing</td>
<td>Maintains an up-to-date, working knowledge of computer software used in the office. Maintains current knowledge of the functions of the office support staff in order to provide back-up assistance when necessary. Attends and participates in university events and activities both on and off campus, including weekend events as directed and required to promote and support the department.</td>
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<td>7. 5% Ongoing</td>
<td>Serves as the supervisor of record for all work study students, monitoring attendance and</td>
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work quality. Responsible for monitoring attendance for the department and ensures all timesheets are sent to payroll. Serves as an integral part of the strategic planning, logistical coordination, and implementation of programming for the department. Provides friendly greeting to visitors, trustees, staff, faculty, and students, including giving campus directions, answering questions and providing information about the university, and routes visitors for the office as needed.

**Executive Support – 35%**

8. 15% Ongoing Maintains the office calendar. Schedules and assists in scheduling appointments, and notifying appropriate participants for all appointments. Coordinates meetings and other occasions by reserving space, arranging for refreshments, typing agendas, preparing materials, etc.

9. 15% Ongoing Finalizes all correspondence and other written materials for the Exec VP/COO/CIO and others. Prepares, writes and signs routine correspondence on behalf of the Exec VP/COO/CIO and others. Screens and sorts correspondence received for the Vice President, including reading, categorizing types of mail, and preparing additional files as necessary.

10. 5% Ongoing Assists in organizing all plans for Exec VP/COO/CIO including gathering data and completing reports. Schedules appointments and makes travel arrangements for those trips made by the Exec VP/COO/CIO. Ensures all associated plans and itineraries are finalized for the Exec VP/COO/CIO prior to departure.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or equivalent plus a minimum of two year’s experience assisting an executive, or the equivalent combination of education and experience.
2. Ability to concentrate and attention to detail are necessary in order to have accurate data and to maintain records and relationships.
3. Ability to add, subtract, multiply and divide in order to prepare and maintain reports and proposals.
4. Ability to understand instructions in order to complete assignments correctly and thoroughly.
5. Ability to handle deadlines and stressful situations in a calm, orderly and accurate manner in order to complete work on time and to deal with the public, donors, alumni, etc.
6. Ability to set goals, prioritize and organize tasks and workload in order to complete assignments in a timely manner.
7. Excellent interpersonal communication skills are required including courtesy and tact in order to deal effectively with callers, visitors, alumni, donors, and to provide information clearly and effectively.
8. Spelling, punctuation and grammatical skills, normally used in daily correspondence and publications.
9. Experience with, the knowledge of, and the ability to use, a personal computer; Microsoft Office with specific attention to the full capabilities of Outlook, Word, and Excel. Must also be able to use laser, contact printers and an envelope printer.
10. Experience with dictation equipment may be required to adequately convert dictated information into printed materials.
11. Ability to accurately key information for typing correspondence, copy for publications, events, event financial records, etc.
12. Ability to use a calculator and adding machine to accurately prepare numerical information.
13. Ability to speak clearly and to hear accurately in order to answer and place telephone calls, provide information to visitors, alumni, donors, etc.
14. Ability to attend off-campus activities and make off-campus deliveries. If using personal or university vehicle for university business, must have a valid driver’s license and a satisfactory driving record.
15. Ability to maintain a professional and neat appearance for greeting visitors, alumni, donors, trustees, and other members of the public.
16. Ability to travel to special event locations and other campus offices.
17. Ability to solve problems, and think critically and independently for organizing and completing workload.
18. Ability to remember and recall details and events in order to remember meeting people at events, recalling dates, events, and names.
19. Ability to organize people and information for coordinating events, filing, maintaining the office calendar, supervising work-study student workers, etc.
20. Ability to maintain confidential office information, including donor, donation, and alumni information.
21. Ability to maintain confidentiality in sensitive matters in order to keep the matters from other office personnel.
SUPERVISORY RESPONSIBILITIES:
Supervises all student staff workers. Carries out supervisory responsibilities in accordance with the college's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. Must have a valid driver’s license and the ability to operate a motor vehicle.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.