

The University of Akron
Classification Specification

Job Title:	Sr Exec Administrative Assistant	Job Code:	41313
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/1/04;7/1/99

Job Summary:

Oversee all office functions while providing administrative support to a Vice President or other Senior Administrative Officer. Usually operate with great latitude for independent judgment and initiative.

Essential Functions:

30%-40% Maintain calendars, organize meetings, prepare agendas, coordinate special events and travel arrangements. Anticipate and prepare materials needed by the executive for conferences, correspondence, appointments, meetings, telephone calls, etc., and inform supervisor on matters to be considered.

30%-40% Summarize the content of incoming materials, coordinate the gathering and preparation of incoming materials to be submitted to meetings regarding the Board of Trustees, highlight important parts or conflicts in materials submitted. Assemble data and prepare complex and/or confidential reports, and compose correspondence.

10%-20% Handle many routine and non-routine inquiries and complaints without referring them to the executive. Perform a responsible liaison function between executive and other employees or other departments.

10%-20% Maintain highly confidential and sensitive files. Update and manage computer database, spreadsheets and file systems. May assist in monitoring the budget.

5%-10% Direct the support staff and supervise student assistants.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 or more years progressive work experience as a senior administrative assistant or administrative assistant. Requires a broad knowledge of university operations and policies, a high level of discretion, organization, and advanced computer skills. Strong interpersonal skills, problem-solving skills, and research skills required. Ability to adapt to new technology and work in a fast paced environment required. Supervisory skills preferred.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.