

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Executive Assistant Job Code: Admin. Associate - 49242402	Job Family: Administrative and Business Operations	Job Family Zone: Associate
Position Number: 19	Department Name: Business and Finance Offices	SAP Organization Unit Number: 50000096
Employee's Name:	Date of Last Update: 11/16/2016	Title of Department Supervisor: Senior Vice President for Business and Finance
SAP Personnel #:	Last Updated By: HR	Name of Line Supervisor: David Lechner

Position Summary

The Executive Assistant to the Senior Vice President for Business and Finance provides senior administrative assistance to the Senior Vice President for Business and Finance and the Business and Finance staff as a coordinator, liaison and general office support. Responsible for coordinating schedules and calendars, arranging travel, monitoring office budgets and tracking expenses, processing correspondence, tracking contracts, providing information, and following records retention policies and procedures.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<p><u>Senior Administrative Support:</u></p> <ul style="list-style-type: none"> • Directly assist the Vice President for Business and Finance with various responsibilities of university-wide concern; project management; research compilation and review; summarization of data; disseminating information relative to the Vice President for Business and Finance on given issues; filing and maintaining records, reports and policies, as appropriate. • Coordinate meetings and conference calls with executive leadership at Varner Hall and at campuses, staff, university administration and constituencies as required; includes collecting documents and distributing meeting agendas with associated attachments to those involved. • Compile business agenda items and pertinent supporting materials relating to the meetings of the Board of Regents, including communicating and coordinating with campuses and the Office of the Corporation Secretary. • Compile agenda topics, coordinate mailings, and make arrangements for meetings of the Council of Business Officers and the University of Nebraska Facilities Corporation. • Other responsibilities include drafting correspondence; preparing travel arrangements and related required forms; maintaining electronic calendars for the Vice President for Business and Finance, and answering multiple phone lines and directing calls as appropriate. 	70	*
<p><u>Business and Finance Office Management:</u></p> <ul style="list-style-type: none"> • Support the staff in the office of Business and Finance by assisting with calendars, appointments/meetings, routing telephone calls, and facilitating responses to inquiries. • Monitor mail and respond or refer to staff as appropriate and review and edit correspondence and reports prepared by other staff for Vice President's signature. • Coordinate efforts as necessary relating to staffing for administrative, managerial and office support personnel. Coordinate search committee meetings/materials relating to VPB&F staffing, including travel arrangements for departmental job interviews. 	20	*

<ul style="list-style-type: none"> • Coordinate and monitor activities of office support staff with problem solving as needed, implement performance evaluations. 		
<p><u>Risk Management Claim Processing and Tracking:</u></p> <ul style="list-style-type: none"> • Accumulates and tracks information on claims covered by the University’s various property and liability insurance policies. Includes inputting such information and maintaining a database provided by the carrier. • Coordinates the payment of claims once necessary information has been received. • Provides quarterly reporting on open and closed liability insurance claims to the General Counsel’s office. • Coordinates as necessary between insurers, risk management personnel, accounting staff, and the Office of the General Counsel. 	10	

Zone Definition Factors

Nature/Complexity of Work

This position requires an individual who exercises considerable judgment, works in an independent manner, possesses a high degree of initiative, in fulfilling the responsibilities of a senior administrative associate playing an integral role in accomplishing the projects assigned. Attention to detail, accuracy, and sensitivity to confidential information in addition to written and oral communication, technical, and time management skills are required. Requires competency in office management and personnel relations. Knowledge of the University of Nebraska’s organizational structure as it relates to both administrative and support functions and interrelationships among the campuses and groups served is helpful in this position.

Problem Solving/Decision-making

Problem solving and an appropriate level of decision-making is required in every element of this position. This position requires ability to independent judge and self-direct to complete tasks assigned, determine the tools and approach to be used, and exercises judgment in determining the degree to which detail and information is needed to adequately respond to a request.

Strategic Impact

The impact of errors is far-reaching. Errors in data produced by this individual could result in inaccurate reporting to the President of the University, the Board of Regents, the Coordinating Commission for Postsecondary Education, and other external constituents that, in turn, could adversely affect the University’s planning and development. This individual is required to be proficient and conscientious when compiling and reporting all data and for taking appropriate steps to correct any errors.

Know How

This position demands the ability to take initiative, operate independently, and thrive in a team environment. One should demonstrate competencies in excellent interpersonal skills with strong orientation toward diplomacy, tact, compassion, collaboration and teamwork; exceptional communication -verbal, writing, editing and proofreading skills; attention to detail and accuracy; excellent judgment, organizational communication and managerial (supervisory) skills; ability to work under pressure, prioritize effectively, multi-task, adapt to stringent timelines, and quickly respond to shifting priorities; strong research skills including the ability to collect, compile and analyze facts, draw conclusions, and recommend solutions. Competency in monitoring budgets and tracking expenses is important. A strong work ethic and willingness to work beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality is required.

Technical Know How

Excellent computer proficiency, including web browsers, the suite of Microsoft Office programs: Word, Excel, PowerPoint, is required. Proficient knowledge and work experience in database management, formatting business correspondence, and conducting research on the internet is essential. High proficiency in the use of Microsoft Outlook for calendaring is also required. A willingness to learn and utilize new technologies is beneficial. Proficient knowledge of Adobe software for converting pdf documents to word documents and vice versa is required.

Interactions

This position interacts with the President, members of the Board of Regents, all executive leadership and staff at Varner Hall, campus representatives, the University of Nebraska Foundation, donors and friends of the University, and other University of Nebraska constituencies as required. Determining who to contact within the University of Nebraska when a particular issue arises is an important and complex part of this position. This position works closely with a diverse array of administrators and their staff which requires diplomacy, timing, and persuasion to gain information and cooperation on issues of mutual concern.

Leadership

Help foster positive relationships university-wide. Committed to personal and professional growth and development to support the expanding initiatives of the University of Nebraska.

Supervision

This position exercises functional supervision over VPBF office staff.
 This position receives in-direct supervision from Senior Vice President for Business and Finance.

Minimum Qualifications

A bachelor's degree plus four years of office experience is required. Proficiency with Microsoft Office applications is required. Equivalent education and experience from which comparable knowledge and abilities can be acquired may be considered.

Preferred Qualifications

The ideal candidate is an agile, self-starter comfortable with attention to detail; an energetic, creative problem solver who is able to work independently along with the judgment to seek supervision and/or input from others when necessary; a resilient learner who is able to develop relationships with the university's stakeholders.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours									<i>Indicate intermittent or constant</i>	
										Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	_____	_____
Stand	0	1	2	3	4	5	6	7	8	_____	_____
Walk	0	1	2	3	4	5	6	7	8	_____	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	_____	_____

Explain Many hours are spent in an office environment, primarily working while sitting at a pc and obtaining and providing information over the telephone.

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X	_____	_____
Bending	X	_____	_____
Kneeling	X	_____	_____
Reaching		_____	_____
➤ Overhead	X	_____	_____
➤ Forward	X	_____	_____
➤ Low	X	_____	_____

Twisting	X		
Crawling			
Climbing			
➤ Ladder			
➤ Stairs	X		
➤ Other			
Traveling across rough ground			
Exposure to changes of temperature/humidity			
Exposure to dust/fumes/gases/chemicals			
Being near moving machinery			
Working from heights			

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space:	LIFT=L	CARRY=C	PUSH=P	PULL-PL
	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	X			
25 - 49 lbs				
50 - 74 lbs				
75 - 100 lbs				
* Over 100 lbs				

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding			X
Filing			X
Other Explain:	Operation of a computer mouse with their dominant hand.		

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

X____ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

____ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

____ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

____ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

____ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

X____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

_____ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

_____ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

_____ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

_____ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

X Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

_____ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

_____ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

_____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

_____ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

X General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

_____ Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

_____ May provide incidental guidance to others. [1]

_____ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

_____ Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

X Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

_____ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

_____ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

____ Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

X Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exert some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

____ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

____ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment= Associate	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	11/2016
Supervisor:		
Administrator:		