**Title Details**

|  |  |
| --- | --- |
| Employee Type | AP-Administrative Professional |
| University Title | Assistant To |
| Title Code | 1123 |
| Function General Scope | Manages and oversees the day-to-day constituency services and administrative support activities for executive-level officials. Acts as the primary point of contact for both internal and external constituencies, assists and represents the executive-level official in communicating with constituents, and handles multiple incoming issues and concerns, as they arise. Managing a variety of administrative, fiscal, staff support and special projects, that may have University or State wide impact. |

**Job Duties and Responsibilities**

|  |  |
| --- | --- |
| Summary of Duties | Serve as confidential Assistant to the EXECUTIVE TITLE. Acts on behalf of the EXECUTIVE TITLE as directed. Serve as the primary point of contact for both internal and external constituencies. Direct, administer and coordinate internal operational activities in accordance with policies, goals, and objectives as they are established by the EXECUTIVE TITLE and the University. Participate as part of the EXECUTIVE TITLE Senior Staff (Directors, Associate Directors, Area Finance Officer), providing input on policy and procedural matters. Independently coordinate, oversee, or perform a wide variety of administrative support activities on behalf of the EXECUTIVE TITLE. |
| Job Function, % Time, Essential | 50%, Administrative Support, Essential |
| Duties Performed | Provide and serve as principal confidential administrative support to the EXECUTIVE TITLE.  Research complex issues, recommend solutions, coordinate and assist with college policy matters and problem solving.  Provide assistance and support with project planning and management; develop and execute stated goals and objectives.  Represent the EXECUTIVE TITLE in situations requiring a high level of tact and diplomacy.  Serve as primary point of contact and liaison with other offices, individuals and internal and external constituencies.  Assist the EXECUTIVE TITLE with coordination, implementation and follow up on special projects and assignments.  Work closely with colleagues, alumni, donors, government and business officials, as well as, various constituents within the University on a daily basis.  Use independent judgment in the screening of telephone calls, email, printed correspondence and other materials/matters in order to assure that the EXECUTIVE TITLE time is optimized.  Prioritize and schedule appointments and meetings.  Draft, prepare, coordinate and assemble background information needed for meetings, presentations, work projects and reports.  Draft, prepare, coordinate and oversee correspondence, reports, and other written communications for the EXECUTIVE TITLE.  Assist the EXECUTIVE TITLE with special projects involving sensitive and confidential information.  Arrange and coordinate special events.  Arrange and coordinate all travel. |
| Job Function, % Time, Essential | 30%, Office Management, Essential |
| Duties Performed | Manage activities related to business office functions such as scheduling office coverage, use of space, property, supplies, and inventory.  Prioritize, assign and manage daily activities of the office including developing and administering internal policies and procedures.  Review, screen and route incoming and outgoing correspondence.  Assure accurate records and files are maintained on subjects of critical importance and matters in progress. |
| Job Function, % Time, Essential | 15%, Personnel, Essential |
| Duties Performed | Supervise the maintenance of personnel records for each staff member.  Provide leadership, direction, support, and training for personnel. Duties include task assignments, workload management, inquiries, training, evaluating and correcting performances, resolving conflict, and building a productive work environment. |
| Job Function, % Time, Essential | 5%, Other, Non-Essential |
| Duties Performed | Perform other duties as assigned. |

**Supervisory/Lead Responsibilities**

|  |  |
| --- | --- |
| Does this position lead the work of others? | Yes |
| Does this position supervise the work of others? | Yes |

**Position Qualifications**

|  |  |
| --- | --- |
| Required Qualifications | A Bachelor’s degree in business administration or other relevant field AND five (5) years of managing administrative support experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. |
| Additional Requirements | Computer skills including proficiency with Microsoft Office applications including Word, Excel, and PowerPoint.  Demonstrated oral and written communication skills.  Demonstrated ability to perform tasks with a high degree of accuracy, and thoroughness.  Demonstrated record of responsible administrative support background.  Experience in maintaining a high level of confidentiality. |
| Preferred Qualifications | Demonstrated ability to manage multiple priorities with varying deadlines.  Experience in higher education.  Previous experience at Washington State University, including experience with WSU policies and procedures. |