**Title Details**

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| Employee Type | AP-Administrative Professional  |
| University Title | Principal Assistant |
| Title Code  | 1113 |
| Function General Scope | Positions assigned to this class serve as a principal assistant to an executive head of a major administrative or academic division. They must regularly exercise independent judgment and discretion in work directly related to management policies or department business operations. Must have delegated authority to make commitments that affect the department operations, functioning as second-in-command in important levels. They are the primary point of operational and administrative contact for internal and external constituencies, on complex and confidential issues. Duties include, but are not limited to, managing the department’s budget, supervising staff support, developing and implementing departmental policies/procedures, and planning activities requiring advanced or specialized knowledge and skills. |

**Job Duties and Responsibilities**

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| Summary of Duties | Oversee and provide a wide range of diverse administrative support to the Assistant Vice President for DEPARTMENT. Serve as the liaison for both internal and external constituents concerning in matters pertaining to a variety of departmental issues, on complex, sensitive and confidential issues. Represent the AVP in positions requiring a high degree of tact, diplomacy, and confidentiality. Manage the day to day the office support activities. Maintain financial, personnel and payroll records.  |
| Job Function, % Time, Essential |  40%, Administrative Support, Essential |
| Duties Performed | Assist the Assistant Vice President (AVP) with various administrative problem solving researching administrative issues and special problems and recommending solutions; program/project planning, development and execution of goals and objections; when necessary, represent the AVP at meetings; liaison with internal and external customers; maintaining the AVP's calendar including scheduling appointments and ensuring appropriate coordination, follow-up and ensure deadlines are met. Respond to phone calls, guests, and correspondence, refer inquiries to the appropriate offices using own independent judgment and discretion and follow-up as needed.Compose non-routine, complex, and confidential correspondence for signature. Assist in coordinating presentation materials submitted by Assistant Vice President for special projects such as Moody's, Standard & Poor's, Board of Regents, monthly Executive Summaries, etc.On behalf of the AVP, serve as an active representative on a variety of committees, attend meetings, and document meeting notes. Type agenda, take minutes and provide clerical support for other special meetings as appropriate. Update relevant departmental documents such as the Department Strategic Plan, Benchmarks and Department Updates and the departmental emergency plan.Schedule and coordinate appointments and meetings with individuals and groups both within WSU and outside agencies including room reservations and arranging phone, video teleconference, laptop and projector equipment for the Assistant Vice President and other staff in the department.Maintain calendar for the AVP, using independent judgment on prioritizing meeting requests based on topic and urgency.Schedule travel arrangements for the AVP. Prepare travel authority (TA) forms, expense vouchers (TEV), claim vouchers, and maintain all travel records and documentation.Reconcile Purchasing card statements. |
| Job Function, % Time, Essential |  35%, Personnel and Position Activities, Essential |
| Duties Performed | Initiate and coordinate appropriate position and personnel paperwork for the multiple self-sustaining units within DEPARTMENT. This includes creating new positions, reclassifications, create postings, abolishing positions, initiate position funding and configuration changes, and track changes for the proper budget/project. Provide clerical support and management for searches to fill Administrative/Professional, Civil Service and Bargaining Unit positions for the multiple self-sustaining units within DEPARTMENT.Develop and maintain office record keeping/filing system for position and personnel within DEPARTMENT in accordance with the university's retention schedule.Review and authorize complex payroll transactions and records for department employees; accurately prepare and enter payroll data within scheduled deadlines (PEARS, Positive Pay). Generate monthly time reports for DEPARTMENT staff to complete, ensure accuracy and route appropriately. Prepare year-end report of annual, sick and comp time balances for year-end fiscal close. |
| Job Function, % Time, Essential | 20%, Information Systems Support, Essential |
| Duties Performed | Prepare, submit and coordinate information systems access requests for personnel in the multiple self-sustaining units within the DEPARTMENT. This includes requesting and terminating network identification numbers, procedure numbers, email accounts, Outlook and all the various AIS on-line applications, access to shared electronic files and specialty programs. Coordinate with Administrative Services Information Systems the initial and separation dates of individuals for security purposes. |
| Job Function, % Time, Essential |  5%, Other, Non-Essential  |
| Duties Performed | Perform other duties as assigned.  |

**Supervisory/Lead Responsibilities**

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

**Position Qualifications**

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| Required Qualifications | A Bachelor’s degree in business administration or other relevant field and four (4) years of progressively responsible management work experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. |
| Additional Requirements | Computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing. Demonstrated working knowledge of policies and procedures in a complex academic institution or similar complex organization. Ability to work flexible hours, including evening and occasional weekends. Experience in handling personnel administration.  |
| Preferred Qualifications | Professional working experience in a higher education environment. |