

# Sam Houston State University Human Resources

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## Staff Classification Description – Executive Assistant

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N440 (N1)  
**Grade:** 20  
**Date:** 10/2014

**Department:** As assigned.

**Educational & Experience Requirement:** Bachelor's degree in Business Administration, Accounting or related field. Five years experience in higher education. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs complex administrative support duties for a department, college or division.

**Supervision Given & Received:** Works under broad direction and may supervise staff and student workers.

**Primary Responsibilities:** Performs, coordinates, and oversees a wide variety of executive administrative duties in support of the Provost and Vice President for Academic Affairs. Coordinates and supervises program activities. Develops, coordinates, and implements assigned processes. Provides information pertaining to organizational procedures and policies to individuals within the institution or the general public which may involve research, compilation, evaluation, and distribution. Prepares reports and documents for internal and external constituents. May manage, direct, or provide financial or budgetary support for Academic Affairs. Coordinates, compiles, and evaluates data received from a variety of sources relating to the effectiveness of the assigned activity, program, or project. Receives inquiries and responds to questions and requests of a complex or confidential nature, referring any such requests which are controversial or specialized to the appropriate official. Assures compliance with federal and state laws and university rules and regulations as they apply to areas of responsibility. Researches issues of importance and sensitivity for preparation and dissemination of information to executive committees, academic departments, and Academic Affairs committees, as well as other ad hoc committees which the Provost may chair. Channels and facilitates communication from other departments, using independent judgment to determine those requiring priority attention. Prepares, reviews, revises, and distributes documents and general correspondence of a routine nature. Interprets and implements policy relating to the functions of Academic Affairs, requiring the exercise of independent judgment, technical knowledge of the specific area of assignment, and of overall Academic Affairs activities. Performs other duties as assigned.

**Other Specifications:** Ability to organize work effectively and prioritize objectives with a high level of independent judgment and initiative. Ability to integrate resources, policies, and information for the determination of procedures, solutions and other outcomes. Skilled in directing multiple tasks, setting priorities, and organizing operations. Should be a self-starter and be able to function independently. Ability to establish and maintain effective working relationships with administration, faculty, staff and the public. Must exercise discretion and utilize strong reasoning and problem solving skills. Strong written and oral communication and math skills. A working knowledge of Sam Houston State University would be helpful.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**