

JOB INFORMATION

Effective Date	5/13/2021
Job Code:	2760
Job Title:	Executive Assistant I
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	Under direct supervision, the Executive Assistant I is responsible for providing non-standardized varied professional and administrative support to the executive Vice President by managing office staff; acting as a liaison with reporting departments, or other contacts. Work includes coordinating communications, activities, and high-level operations. Participates in the planning and implementation of initiatives for a small sized division. Typically reports to the Vice President.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Associate's Degree	in closely related discipline	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	executive level administrative support experience	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	N/A	Upon Hire		

Knowledge, Skills and Abilities

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	KSAs			Proficiency
	• Knowledge of office related business practices and procedures.			Proficient
	• Knowledge of Microsoft Suite (Word, Excel, etc.).			Proficient
	• Proficient interpersonal and communication skills.			Proficient
	• Ability to exercise discretion, confidentiality, and judgement when dealing with sensitive issues.			Proficient
	• Ability to handle high-level administrative issues.			Proficient
	• Ability to exercise discretion and independent judgment and act upon decisions within scope of delegated authority.			Skilled
	• Analytical skills to ascertain problems and identify solutions.			Skilled
	• Supervisory skills to manage and lead staff.			Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• May prepare notices or agendas for meetings and hearings for the Executive Vice President.	20%
• Coordinates calendars, meetings, and other activities with internal and external professionals and community relationships on behalf of the Executive Vice President.	15%
• Performs data analysis, prepares spreadsheets, runs PeopleSoft financial reports, reviews management methods in order to improve workflow, simplify procedures, and implement cost reduction.	15%
• Secures the orderly processing of documents, orders, and other forms according to standard approved procedures.	15%
• Manages office staff, delegates assignments, and supervises all work assuring the highest quality standards. Serves as time approver for VP support staff.	15%
• Provide supervision of staff, including defining job duties, overseeing employee performance, providing guidance and support, and communicating organizational needs in accordance with the University's objectives, policies and applicable laws.	15%
• Performs other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description