Job Title: Executive Administrative Specialist

Job Summary
An Executive Administrative Specialist performs very high level office and administrative support duties for an executive officer or Dean. This position provides skilled and confidential support for the executive, and serves as a liaison for that office with other executive offices, colleges, and departments.

Nature of Work
This position typically reports to a Vice President, Vice Provost, Dean, or Associate or Assistant Vice President. This position may also report through a Special Assistant to a Vice President, or to the President’s Chief of Staff, if the primary purpose of the position is support for the President, Provost, EVP, or Vice President. The Executive Administrative Specialist must perform a wide variety of administrative support duties ranging from executive personal assistant duties to complex administrative coordination. Within the USF Office Support series, this is a fourth level position requiring a higher level of skill, experience and judgment than Administrative Clerks, Staff Assistants and Administrative Specialists. The essence of this position is confidential support to maximize the effectiveness of the executive by fulfilling the administrative and scheduling requirements of the office. Executive Administrative Specialists perform a wide range of support duties including preparation of correspondence, reports and presentations, planning meetings, maintaining agendas and minutes, conducting research, preparing statistical reports and spreadsheets, supporting faculty and administrative searches, fulfilling employment administration requirements, making travel arrangements, and maintaining calendars and schedules. This position may assign work to or supervise lower graded office support positions, students and temporary (OPS) employees. To fulfill the job requirements, employees assigned to this class title must be able to do research and extract data from appropriate relational databases such as OASIS, FAST, and GEMS. This position requires proficiency at an intermediate or advanced level in the use of standard desktop applications, including the ability to produce documents and presentations of all kinds using word processing, spreadsheet and presentation software tools.

Examples of Duties
The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list
include all of the work that may be assigned to positions in this job class.

• Respond to inquiries to the executive office. Serve as a liaison with other USF offices, managing the flow of communication. Explain policies, answer questions, and independently resolve problems whenever feasible.
• Prepare presentation materials for use by others, editing content and adding appropriate graphic and design elements. These responsibilities may include creating web content.
• Compose and/or prepare correspondence, memoranda, promotional materials, forms, newsletters, manuals, and reports using appropriate word processing and spreadsheet tools. Perform statistical calculations on data for reports and presentations.
• Plan, prioritize and schedule meetings and appointments.
• Serve as administrative support person for designated committees, workgroups, task forces, and boards. Create agendas, maintain minutes, and communicate to members of the group.
• Perform specialized administrative duties required to support the specific responsibilities of the executive, using discretion to make judgments based on operating guidelines.
• Support purchasing requirements for office, researching items and obtaining price quotes, entering information into university systems, receiving purchase orders, and maintaining P-Card information as required.
• Support the administration of searches for administrative or faculty positions. Fulfill human resource and payroll administrative requirements, such as payroll preparation or certification, leave tracking, appointment papers, and other requirements.
• Arrange and coordinate travel and travel reimbursement for executive and staff.
• Compile and maintain information that may require web or library researching, gathering, compiling, and updating data and records.
• Perform budget tracking, reconciliation, and analysis.
• Perform other administrative duties as required to support the mission and function of the executive’s area of responsibility.

**Minimum Qualification Requirements**

This position requires a high school diploma or equivalent, with at least six years of experience in an office or administrative support position. Post-secondary education may be substituted on a year for year basis for up to a maximum of 2 years of experience.