

The University of Akron
Classification Specification

Job Title:	Sr Exec Admin Asst to President	Job Code:	41315
Job Function:	Staff	Grade:	120
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	12/08

Job Summary:

Provide administrative and executive secretarial support to the President.

Essential Functions:

30% - 40% Schedule and maintain calendar of appointments, meetings, and travel itineraries and coordinate related arrangements. May coordinate travel itineraries among other university officials. Prepare agendas and initiates preparation of materials.

20% - 30% Independently composes non-routine correspondence on behalf of the President. Type correspondence, reports, etc., with the use of a word processor. Create, maintain, and update paper and computerized department files and records for reports, future projects, and to aid in decision making. Compile data and various reports.

10% - 20% Research and compile information, prepare and coordinate meeting materials and reports for the President.

10% - 20% Serve as a gatekeeper to the President. Screen calls and visitors for the President; respond to inquiries that do not require presidential involvement and notify the President of specific matters requiring special attention. Refer questions to other areas when appropriate.

10% - 20% Maintain highly confidential and sensitive files. Update and manage computer databases, spreadsheets and file systems. May assist in monitoring the budget.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None

Experience:

Requires a minimum of 6 years experience as an administrative assistant/secretary to a senior executive.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.