JOB DESCRIPTION

JOB TITLE:

	: 12/01/2021
Security Sensitive: Yes	**Grade:** B-25
Reports To: President	

Job Summary

Under the supervision of the President, the Executive Assistant provides and coordinates executive-level support to facilitate the leadership and decision making roles of the President. Serves as a liaison between the President's Office and the institution-at-large. Independently performs a variety of administrative staff support duties that require a range of skills and knowledge of organizational policies and procedures while maintaining a confidential environment. Provides and coordinates various support services for the Board of Regents. Maintains and promotes a cooperative, collaborative, customer-focused work environment and effective communication between the Office of the President and members of the public and the organization as a whole.

Essential Functions

- Serves as the first direct Office of the President point of contact representing the President in a positive and hig9 (s)h-4.6 (g)y (d hi) p9 (k)10.o (9 (s)f (k)10.7 (pr)6.3 (i)6.3 (i)64.6 (de)-1.8 (t)-4.6 (c)9.2-4.6 compliance with Board policies and state/federal laws;

- Prepares reports by collecting and analyzing information;
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the

- Serves as a liaison between the President and members of the administrative staff and faculty by soliciting ideas and information from, and providing information to, these groups to promote positive campus relations;
- Maintains a two-way communication flow with the Office of the President, the campus an and uni om in nf , he ,

- Ability to travel with the Board to conferences and workshops as required;
- Ability to work evenings to attend Board meetings;
- Ability to work under stress;
- Subject to criminal background check.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all