

UNIVERSITY EXECUTIVE STAFF ASSISTANT

I. DEFINITION

UNIVERSITY EXECUTIVE STAFF ASSISTANT

All positions in this job title perform the following activities for the majority of time: screen and evaluate correspondence and reports, bringing important and urgent matters to the attention of the Vice President, Chancellor or Vice Chancellor (Deputy) i.e., Provost; recommend action regarding sensitive and confidential correspondence and reports and independently respond to or coordinate a response to administrative matters on a timely basis; compose, review, approve, edit, and, as needed, sign outgoing correspondence; oversee and provide assistance to staff responsible for producing such correspondence; oversee the preparation of the agenda and materials for meetings with other executives, managers, committees, or public groups; coordinate and maintain the calendar, scheduling appointments as needed; assist in the development of the biennial budget and implement and monitor the annual operating budget; maintain a system for assigning and tracking the progress and completion of correspondence assigned to other staff for response; and make travel arrangements. Positions may perform office management duties such as human resources, payroll, fiscal, purchasing, space management, facilities management, telecommunications, or training coordination, but positions would not spend the majority of the time on such duties. Positions reporting to a UW System Vice President or Chancellor perform all of the duties identified above and, in addition independently respond to questions and inquiries from internal and external sources concerning campus/system activities; represent the Vice President's or Chancellor's office in meetings and contacts with other executives internal and external to the organization; research sensitive issues, prepare reports, and present alternatives; and function as a liaison between the Vice President's or Chancellor's office, other departments, campuses, and the public. Positions must meet the statutory definition of confidential. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III RELATED TITLES

University Business Specialist