

# UNIVERSITY OF SOUTHERN CALIFORNIA

## Executive Administrator

Job Code: 111223

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Grade:	K
OT Eligible:	Yes
Comp Approval:	5/30/2007

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### JOB SUMMARY:

Assists senior management in managing all aspects of day-to-day administrative and legal work. Provides leadership and direction for day-to-day legal operations and administrative activities for executives. Plans, designs, develops and implements project objectives, procedures, processes and standards.

### JOB ACCOUNTABILITIES:

\*E/M/NA    % TIME

_____	_____	Manages legal, financial, and other documents and correspondence of significant complexity. Reviews, responds, and triages such documents, as necessary. Plans, designs, develops, coordinates, schedules, organizes and implements project activities to meet objectives. Conducts simple legal and other research, compilation of data from various reference sources and data analysis. Develops conclusions and recommendations and guides the formatting of results.
_____	_____	Researches, gathers, organizes and summarizes data for special projects. Develops, evaluates, recommends and implements procedures for data acquisition, management and quality control. Analyzes data for trends or conclusions and presents results and recommendations to management.
_____	_____	Coordinates and assembles confidential documentation. Ensures completeness and accuracy of the documentation for submission to management for review and/or approval. Maintains confidential files. Coordinates and monitors distribution of confidential materials.
_____	_____	Serves as key resource for office information. Interfaces with faculty, staff, and/or external contacts necessary to complete assignments. Resolves problems and/or questions referred by project staff or management.
_____	_____	Develops, prepares and edits reports, official correspondence, memorandums, etc., as needed or assigned. Prepares status reports on project plans, progress and results of activities. Identifies topics or subjects for various projects.
_____	_____	Designs and creates documents using computerized graphics, desktop publishing and word processing software. Determines type(s) of artwork (e.g., charts, graphs, design covers, illustrations, etc.) to accompany documents while considering compatibility, content, audience, style, format, intent, etc.
_____	_____	Directs the development, enhancement and maintenance of information systems through subordinate computing management to support operations. Ensures that internal systems complement University-wide systems and that information is reconciled on a regular basis.
_____	_____	Interacts with University offices on behalf of executives to facilitate communications and critical information exchange. Handles all assigned communication including sensitive and confidential matters. Represents executive through telephone and personal contacts, as needed. Maintains calendars.

\_\_\_\_\_ Provides ongoing public relations on executive's behalf with visiting trustees, major donors, dignitaries and other VIPs. Assists visitors with resolving problems, often coordinating resolution with other University offices.

\_\_\_\_\_ Interacts with executives and senior management within the University community in planning, coordinating and organizing meetings, activities, etc.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

7 Years

**Minimum Field of Expertise:**

Paralegal or Bachelor's Degree. Administrative or project administration experience for an executive. Requires excellent writing and oral skills. Requires strong organizational skills to address, prioritize and coordinate multiple projects, problems and activities concurrently.

**Preferred Education:**

Master's Degree

**Preferred Experience:**

10 Years

**Skills: Administrative:**

- Communicate with others to gather information
- Compose letters
- Coordinate work of others
- Edit routine documents
- Gather data
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use computer packages to prepare graphics
- Use computerized spreadsheets
- Use database and/or word processing software
- Use desktop publishing software

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Creative writing and editing
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- Scheduling
- Teaching/Training

**Skills: Machine:**

- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

**Supervises: Level:**

Leads employees performing similar work on a project basis

**Comments:**

This position requires strong organizational skills to address, prioritize and coordinate multiple problems and activities concurrently.

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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