UNIVERSITY of ALASKA

*Many Traditions One Alaska*

# Position Job Duties

Req# 533804_Executive Assistant to the Vice Presidents

40%  The Executive Assistant (EA) aids the Executive Operations Manager and Vice Presidents in all aspects of administration and operation while promoting a positive image of the University of Alaska system. Reporting directly to Executive Operations Manager, the EA works closely with VPs, their direct reports, and university leaders to provide start-to-finish support as requested for budgets, projects, communications, and initiatives. Provides critical executive assistance in a demanding, fast-paced, and confidential executive office environment. Drafts, reviews, and suggests revisions to correspondences and materials for the executive leadership. Independently recognizes and takes or recommends next steps in all areas relating to professional correspondence, on key initiatives, and the use of technology. Follows and supports project timelines and due dates. Supports procurement needs of Vice Presidents and their respective departments including entering, receiving, and reconciling purchases through the University's ERP system, ProCard provider, and/or other means as best suits each purchase. Follows University purchasing guidelines and budget management processes. Processes mail and paper checks for Finance team. Supports identifying, tagging, and processing surplus items, and coordinates with Central Receiving for pickup. Supports staff in President's Suite to ensure office coverage in answering phones and welcoming visitors. Serves as the backup EA when other staff are absent.

25%  Models exemplary oral and written communication skills and professional working relationships with executive office staff and offices across the system, including the Board or Regents, government officials, and external stakeholders. Recognizes and suggests instances and events where VPs and system offices can generate goodwill and suggests ways to increase the positive visibility on and off campus.

15%  Research, monitor, and advise on salient action items; provides thorough and timely follow-up on action items and meetings; tracks and archives materials, communications, and actions taken; assures that materials are accurate, complete, accessible, properly stored and followed up on. Manages document retention, including records management and disposal.

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Ensures project documents including calls for proposals, project evaluations, decisions, and records relating to initiatives are executed in a timely, efficient, and professional manner.

15% In collaboration with or at the direction of the Executive Operations Manager, facilitates the efficient utilization of the VP's time using sound judgment to schedule and coordinate meetings and meeting materials for Vice Presidents and guests; exercises independent judgement and discretion to develop agendas and prepare meeting notes. Exercises initiative to identify, collect and analyze information, provide background, and identify other necessary details to prepare Vice Presidents for meetings, speaking engagements, management and operational reviews, conferences, and other events. Confers with Vice Presidents after meetings to discuss needed follow-up. Keeps a "forward-looking" view of the calendar, helping ensure Vice Presidents are prepared for upcoming deadlines, meetings, travel, and events, including Board of Regents meetings.

5% Schedules travel for Vice Presidents and their respective employees, including reserving flights, hotels, rental cars, conferences, and more through the University's approved travel program. Reconciles travel at trip completion, ensures University travel policies are followed, and verifies employee reimbursements are correct and timely.

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