

University of Wisconsin – Superior
Position Description
University Executive Staff Assistant (Classified Staff)

POSITION SUMMARY: This position assists the Provost and Vice Chancellor for Academic Affairs in carrying out the role of chief academic officer at the institution. The position is an extension of the Provost and Vice Chancellor and relieves him/her of administrative details. It requires a thorough knowledge of policies of the campus, the UW System, and Regents as applied to campus decision-making; requires knowledge of the Provost/Vice Chancellor's work, and proven competence and independent decision-making ability. Expertise in computer technology is essential to effectiveness in this position. Primary responsibilities of the position include serving as the Provost/Vice Chancellor's executive assistant; managing the complexity of budgets in Academic Affairs Office; participating as a member of the office management team; and maintaining cutting-edge computer technology skills. The position requires thorough acquaintance of the UW-Superior units and offices; sound judgment and independent decision-making ability; knowledge of university policies; and a talent for handling the numerous personnel and wide-ranging issues that the office regularly deals with. Excellent communication, interpersonal, and organizational skills; personal integrity; appreciation of diversity; and a positive attitude are critical to this position.

65% C. Administrative Support.

1. Function as the executive assistant to the Provost and Vice Chancellor for Academic Affairs providing high level administrative support and assistance. In addition, provide project management support for Tenure and Promotion Process; Performance Evaluation Process; Strategic Planning Process, Welcome Week Events, and Awards Programs.
2. Screen Provost's mail and email, assigning responsibility for responding to or following up as appropriate, and ensure that response deadlines are met. Communicate Provost's response to incoming correspondence and phone inquiries to others on campus, within the university system, and community via phone calls, letters, email, or fax as appropriate.
3. Compose and oversee correspondence of highly confidential nature, such as personnel appointments, sabbaticals, reappointments, promotion, tenure, salaries, grievances and complaints.
4. Research and analyze information and prepare reports, both internally and externally for the Provost and Vice Chancellor's signature, in response to requests from the Chancellor and UW System.
5. Facilitate updating the Academic Calendar and Administrative Calendar. Post on the Provost's web page when final.
6. Verify accuracy of monthly leave reports for unclassified personnel and forward to Provost and Vice Chancellor for approval.
7. Research and interpret policies and procedures for the Provost and Vice Chancellor's administrative staff.
8. Gather data and information from the Provost and Vice Chancellor's Administrative Staff, as requested by the Provost and Vice Chancellor in answering inquiries and preparing required reports.
9. Initiate Provost and Vice Chancellor's responses to deadlines; schedule completion of on-going tasks, advising the Provost and Vice Chancellor of deadlines; monitor responses for Administrative Staff.
10. Coordinate conferences, workshops, receptions and meetings for campus groups and visitors from UW system; obtain needed approvals prior to contracting for room reservations and food service; determine and initiate method of payment through appropriate account for services rendered; prepare well-organized agenda; research and compile relevant background information and materials for meetings. Coordinate duplication distribution to participants involved for review and preparation for meetings; compose and send reminders.
11. Independently manage and coordinate the Provost and Vice Chancellor's calendar of meetings, appointments, commitments, social activities and travel plans; using initiative and discretion to anticipate and avoid scheduling conflicts; independently respond to visitors and telephone calls; use initiative and discretion when making decisions on scheduling and rescheduling priorities. Respond to requests and inquiries on behalf of the Provost and Vice Chancellor.
12. Assist Provost/Vice Chancellor in managing time, workflow, information and mail; contribute to the continuous improvement of campus and office processes and environment.
13. Review and prioritize daily mail.
14. Compose correspondence, memos, reports and letters requiring independent judgment and research on behalf of the Provost and Vice Chancellor.
15. Supervise maintenance of web page for Provost and Vice Chancellor.

16. Schedule, set agendas, and take/maintain meeting notes for bi-weekly meetings with Provost's Leadership Team, Strategic Planning Team, and Search and Screen Committees as needed.
17. Facilitate tenure and promotion process of Chancellor and Provost approvals and submission to UW-System.
18. Communicate in an accurate, effective, and timely fashion with program associates in the areas reporting to the Provost/Vice Chancellor with respect to information, procedures, training, and support they need to effectively perform their jobs; communicate effectively with managers, faculty and staff; engage in positive and constructive interactions with members of the campus community and public.
19. Maintain all provost files and binders
20. Serve as backup support to staff in the Chancellor's Office.
21. Participate on various committees as appointed by the Provost (i.e., University Strategic Planning Committee, search and screen, etc.)

25% D. Manage Division Budget for the Provost and Vice Chancellor.

1. Establish, maintain, and execute budgetary control process.
2. Monitor and review all accounts in the Provost and Vice Chancellor's Division.
 - a. Monitor accounts using WISDM; work with the Budget Office to maintain accurate accounts.
 - b. Establish, maintain and execute control process for Discretionary Funds (Foundation).
3. Exercise authority for facilities management work authorizations, food service contracts, room reservations, student authorizations and payroll, etc.
 - a. Maintain records for procurement card.
4. Provide budget support and monitor/review accounts for Academic Staff Professional Development and Program accounts.
5. Review and approve all charge backs to Provost's fund accounts.
6. Serve as a resource person for all areas of academic affairs.

10% A. Personnel and Office Management.

1. Hiring, training, supervision:
 - a. Hire, train and supervise student employees; establish priorities for completion of office clerical work and allocate work to meet deadlines.
2. Notify Provost's direct reports of performance evaluation deadlines and guidelines; solicit input from peers; draft performance evaluation summary for Provost's review/revision; schedule discussion meeting; follow-up on missed deadlines; distribute final evaluation to file and staff member.
3. Office Management:
 - a. Serve as office manager for the Office of the Provost and Vice Chancellor.
 - b. Oversee and facilitate office moves, equipment purchases, etc.
 - c. Communicate office facility issues with facilities management and facilitate resolution.
 - d. Direct purchase and maintenance of personal computer equipment. Working closely with Information Services maintain office computer inventory; authorize equipment updating; facilitate implementation of updates.

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to work independently with exceptional organizational, problem-solving, multi-tasking, and decision-making skills.
- Excellent oral, written, and interpersonal communication skills, including professional command of written English.
- Working knowledge of standard computer applications such as Microsoft Word, Excel, PowerPoint, Outlook, Access and web software.
- Ability to manage budget and produce simple budget reports from electronic database.
- Ability to work effectively with a diverse array of persons and to maintain a high level of professionalism at all times.
- Ability to understand, follow, and explain to others common office, budgetary, or personnel policies and procedures.
- Ability to collaborate with others to initiate action, organize projects, solve problems, enhance communication, or improve processes.
- Ability to work with confidential or sensitive materials and situations.
- Ability to work non-traditional hours (evening, weekend) as needed.

PREFERRED QUALIFICATIONS:

- Baccalaureate degree, in any field, from an accredited institution.
- Good humor and congeniality.
- Successful experience managing complex operations or projects.
- Successful experience in working with multiple, sometimes competing deadlines.