



University of Tennessee Job Description: Executive Assistant to the President

Unit: President's staff

FLSA: Exempt

Revised Date: September 26, 2016

Job Code: 30000554

Pay Grade: 75

Supervisory Responsibility: Yes

General Description:

The Executive Assistant to the President is a member of the president's senior staff, reporting directly to the president and providing executive-level support to the president. This position is appointed by the President and is responsible for a broad and complex set of assignments related to the duties of the President; provides administrative support for all presidential activities acting on behalf of the President and the University in a manner that reflects the President's priorities and the University's mission, goals and values. The Executive Assistant demonstrates commitment to continuous quality improvement and to providing outstanding service to a variety of internal and external University stakeholders and maintaining an overall standard of excellence for the staff in the Office of the President.

Duties and Responsibilities:

The Executive Assistant has responsibility for the coordination of meetings, logistics, correspondence, advance preparation of materials, follow-up activities related to University business, coordination of activities directly related to the President's staff and working with the Executive Vice President/COO and members of the senior administrative team in the execution of System initiatives. The Executive Assistant will work with members of the President's staff to prepare materials necessary for the President to fulfill his duties, including appearances before legislative committees, budget proposals to the Governor and assist in preparing the President to fulfill these roles. The Executive Assistant serves as assistant and advisor to the President on a variety of matters; represents the President at events, activities, meetings and to constituent groups as required; and assists with and manages communications between the President and the faculty, staff and students of the university and outside groups. Additional responsibilities include, but are not limited to, the following:

- maintain liaison with all levels of administration, faculty and staff to coordinate and resolve problems and issues related to administrative matters of an internal and external nature.
- coordinate local and state-wide meetings of the President's Staff.
- chair and serve on committees as required.
- coordinate scheduling for the President and the President's Office.
- write reports and prepare executive summaries.
- coordinate and host activities for the President's Office and related offices including athletic events and receptions, activities at the President's house, legislative events (tickets, invitations, seating, etc.) in conjunction with other University departments.
- manage the President's Office and office staff, with the exception of the Administrative Coordinator II, who reports directly to the President.
- perform other duties as assigned by the President or as required.

Required Qualifications:

Education:

Requires Bachelor's degree; Master's or Ph.D. degree preferred.

Experience:

Requires eight years of relevant experience in a complex organization. The Executive Assistant to the President must have a proven track record of management in an executive environment. Requires an understanding of all entities within the University of Tennessee and their relations and interface to the University and demonstrated experience consulting and advising senior-level executives.

Skills:

The Executive Assistant to the President will have significant knowledge and understanding of higher education. Specific skills include:

- demonstrated leadership skills and abilities.
- commitment to quality and integrity.
- demonstrated commitment to impacting and leading diversity and organizational change initiatives.
- a history of successful collaboration with multiple constituencies.
- strong negotiation, facilitation, and organizational skills.
- demonstrated understanding of governance and administrative processes used in publicly-supported higher education institutions.
- in-depth knowledge of education policy, research and practice.
- exceptional skills in communications and interpersonal relations.
- knowledge of and commitment to affirmative action and equal employment opportunity.
- ability and willingness to delegate effectively and to hold direct reports accountable.
- skilled decision-maker, with transparency in decision-making and management.
- excellent oral, written and presentation skills; exceptional listening skills and other communication skills.
- ability to multi-task.
- ability to travel frequently, sometimes with short notice.

Behaviors:

The Executive Assistant to the President will exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, courage of convictions and tolerance for ambiguity. Demonstrated behavioral expectations include:

- unquestioned integrity and trustworthiness.
- commitment to the University's mission and strategic plan, as well as missions and strategic plans for each campus/institute.
- ability to make good, consistent and fair decisions (based on fact and data).
- ability to work with cross-functional teams and to foster teamwork.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.