



JOB INFORMATION

Job Code:	111223
Job Title:	Executive Administrator
FLSA Status:	Exempt
Supervisory:	Leads employees performing similar work on a project basis.
Job Family:	Legal Administration/Services
Job Family Group:	Administration
Management Level:	7 Individual Contributor

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 QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Administrative or project administration experience for an executive.
X		Excellent written and oral communication skills.
X		Strong organizational skills to address, prioritize and coordinate multiple projects, problems and activities concurrently.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
No	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.	No	A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.