



JOB INFORMATION

Job Code:	111038
Job Title:	Executive Assistant
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Administrative/Clerical Support
Job Family Group:	Administration
Management Level:	6 Supervisor

JOB SUMMARY

Implements directives of dean's office or other university executive. Administers operations of dean's office or other university executive's office on daily basis.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor'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		5 years	
	X	7 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		Experience in supervising administrative operations of multi-faceted department.
X		Strong organizational skills to address, prioritize and coordinate multiple problems and activities concurrently.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Administers operations of dean's office or other university executive's office. May include functions such as supervising staff, managing electronic information systems, authorizing acquisitions, maintenance and repair of equipment and facilities, ensuring department's conformity to university policies and procedures, resolving complex departmental problems. Maintains currency on revisions to department, school and/or university policies and procedures. Analyzes department operations, prepares reports including conclusions and recommendations for change.				
Provides personnel management for dean's office or other university executive's office. May include maintaining accurate, secure and confidential faculty and/or staff records, administering faculty benefits programs (including sabbatical leaves) as appropriate, reviewing all proposed departmental staff changes and recommending approval/denial, faculty and/or staff recruitment, staff development and career succession planning.				
Establishes and maintains contact with faculty and/or staff members reporting directly to a dean or other university executive, monitors progress of department programs and projects, and apprises supervisor of progress toward and attainment of department goals.				
Manages special department projects on behalf of dean or other university executive. Assists in formation of ad hoc committees and monitors progress toward completion of assigned tasks. Ensures that committee reports and recommendations are submitted in a timely manner. Follows up with implementation, as appropriate.				
Participates in department planning and implementation processes, as assigned. May include budget, contingency, disaster, growth, policy, program/project, space, staff and/or strategic planning.				
Develops and maintains effective communications program within department. Ensures timely reciprocal exchange of information between dean or other university executive and staff.				
Assists in development, preparation and delivery of reports, publications, speeches, presentations, official correspondence, etc., as needed or as assigned by dean or other university executive.				
Assists in fundraising, public relations and other activities at dean or other university executive's request, including representing department at assigned functions, seeking out funding sources, preparing grant applications, proposals, and/or presentations.				
Maintains currency with organizations and publications in field, updates executive on new developments, and advises on information deemed significant to department operations.				
Assists in student relations, as needed. May include recruitment and retention activities, student counseling and curriculum development.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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.