



## Executive Assistant to President Emeritus Job Description

### JOB INFORMATION

Job Code:	111036
Job Title:	Executive Assistant to President Emeritus
FLSA Status:	Exempt
Supervisory:	
Job Family:	Administrative/Clerical Support
Job Family Group:	Administration
Management Level:	7 Individual Contributor

### JOB SUMMARY

Serves as special assistant for the President Emeritus, provides support to the President Emeritus and undertakes various administrative functions to ensure that daily business requirements and operational efforts are carried out effectively and efficiently. Participates in short- and long-range administrative planning for President Emeritus operations. Oversees planning, coordinating and implementing programs, projects, events and activities for administrative operations of the President Emeritus' office. Provides critical, high-level support that optimizes the President Emeritus' time. Functions as principal advisor concerning administrative matters and various projects and planning events of significant complexities.

### 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.*

X Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 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		Superior level of professionalism and exceptional attention to details.
X		Strong analytical abilities and multi-tasking skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to work well under pressure, with demonstrated interpersonal and stress-management skills, and the tact and poise to handle complex and confidential issues with discretion.
X		Demonstrated experience in conceptualizing, directing and prioritizing projects.
X		Superb oral and written presentation skills.
X		Proficient in Microsoft Office, Google Suite and/or Adobe Creative software.
	X	Extensive experience in higher education, preferably in a large, urban environment.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees and manages the establishment, monitoring and coordination of the President Emeritus calendar for meeting or event commitments. Collaborates with President Emeritus in determining priorities for the calendar in addition to coordinating the efforts of other senior executives engaged in scheduling the President Emeritus' time. Determines information and scheduling requirements in preparation of calendar. Alerts President Emeritus of appointments needing to be rescheduled and future key appointments.				
Arranges executive meetings and may be required to capture and distribute meeting notes to participants; conducts daily management of the President Emeritus calendar and meeting schedules, and coordinates with other executives and constituents; oversees President Emeritus' travel arrangements.				
Undertakes various project management work as required, planning, coordinating, and implementing programs, research projects, events, and activities of significant complexity for the administrative operations of the President Emeritus' office.				
Acts as a key office administration contact and liaises with constituents at a high-level on behalf of the President Emeritus to coordinate all meetings in support of planning efforts; works with other executives to ensure that business planning targets are met.				
Provides direct support for drafting communications including presentations, memos, letters, proposals, and preparation for public engagements; coordinates event briefings.				
Administers and maintains accuracy of incoming and outgoing financial transactions, undertaking ad hoc reporting to the President Emeritus of billable and non-billable time for speaking engagements; prepares and maintains accurate business billing and monitor of event payments.				
Manages, plans, and coordinates President Emeritus's confidential mailings of memoranda, documents, proposals, speeches, personal correspondence, and agendas. Oversees arrangements for courier deliveries and mailings.				
Develops effective administrative systems for the President Emeritus to ensure smooth operations of daily business; takes ownership of all administrative office needs including accuracy of required input into business systems; develops and maintains electronic information systems, overseeing records and filing systems; researches, gathers, organizes and summarizes data for reports.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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

<b>Other Requirements</b>			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	notified to assist in the emergency response efforts, and mobilize other staff members if needed.		as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

**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.