FISK UNIVERSITY

Job Description Form

Position Title: Assistant to the Executive Vice President and Provost

Department: Office of the Provost

Reports To: Executive Vice President and Provost

FLSA Designation: Exempt

Bargaining Unit Position: N/A

Date Written/Revised: July 2012

POSITION SUMMARY

The Assistant to the Executive VP and Provost provides executive-level administrative support which includes many sensitive and confidential issues. The Executive Assistant ensures the smooth and efficient operation of the Executive VP and Provost's Office and Academic Affairs.

List job responsibilities/functions here:

- Provide a broad range of executive support to the Executive Vice President and Provost
- Coordinate the Provost's activities to support those of the President, Vice Presidents and the School Deans
- Track and/or draft responses for incoming email and correspondence or forward to appropriate person for response
- Respond to tasks assigned from the President's office, forwarding such tasks to the appropriate office and monitoring the timely response
- Monitor projects to insure that timelines are kept on target
- Create and maintain all necessary records for the Provost's office and work with University personnel in the documentation of policies and procedures
- Provide strategic leadership, direction, and administrative oversight for Office of the Provost
- Responsible for sensitive and confidential material in the office, such as those related to personnel, budget, grievance and legal matters
- Review and reconcile budget documents that report to the Provost Office
- Conduct research and synthesize and summarize information to facilitate communication with various units of the University
- Coordinate information flow within the office and to associated offices, as well as with state, national and international organizations
- Serve as a planning and resource person to Deans and other staff reporting to the EVP and Provost on a wide range of administrative matters
- Manage, review and draft responses to incoming correspondence. Establish uniform correspondence, procedures and style practices
- Maintain knowledge and understanding of University and school policies and procedures

- Assist with planning, coordinating, and evaluation of short and long term goals
- Represent the Provost Office in meetings and on committees
- Collect, collate and interpret data, generating tables, graphs and reports with critically analyzed conclusions
- Work with students and student complaints

SECONDARY FUNCTIONS

Perform other related duties as required

ORGANIZATIONAL RESPONSIBILITY

No direct reports

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Ability to interact and communicate effectively both orally and in writing
- Excellent organizational, decision-making, and problem-solving skills
- Experience in project coordination and program management
- Ability to work independently and to work collaboratively in a team environment
- Ability to take initiative and to adequately meet deadlines
- Desire to continually increase technical skills and understanding
- Requires competent writing, research, communication, and organizational skills
- Requires ability to perform multiple tasks with minimum supervision
- Computer skills (Microsoft Office) required.

QUALIFICATIONS

Education: Masters degree required. Ph.D. preferred

Experience: Minimum five years experience as an assistant to an executive-level administrator, preferably in an education environment

Licenses or Certificates: None required

Salary

The salary range for this position is dependent upon qualifications, education and experience.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

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