JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Assistant to Chair

Job Code: 6559

Salary Grade: S08

FLSA Status: Exempt

Job Family: Organizational Administration

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Performs complex administrative duties for the Department Chair. Directs and coordinates daily operations of the office or program by serving as a staff and resource person. Acts as a liaison with internal and external agencies, compiles data, statistics, and other information. Plans events and special projects.

- Provides administrative assistance to the Chair, to include but not limited to, making travel arrangements, submitting reimbursement documents, maintaining a calendar, setting up meetings and appointments, ordering and tracking supplies, and resolving departmental problems as they arise.
- Assists the Chair with various committees and associated responsibilities.
- Manages the daily operations of the office or program.
- Assists with the hiring and termination of office staff.
- May delegate tasks and acts as the lead employee.
- Acts as the liaison between the Department and other campus departments, faculty, staff, and business and/or government entities.
- Prepares monthly reports for balanced accounts, verification reports, and management reports and distributes to appropriate personnel.
- May assist with other reports for the Chair.
- Compiles data, statistics, and other information.
- Coordinates and carries out projects or assignments requiring initiative, independent action, and specialized knowledge or expertise.
- May include event planning, producing in-house publications, and planning public relations functions.
- Provides information or counseling to students, employees, or the outside public. Independently responds to a variety of surveys, questionnaires, and other requests for information.
- Analyzes a variety of problems and carries out special assignments to solve those problems.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree in Business, Psychology, Education, or related field.

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

Required: 60 months administrative assistance or managing an office or program experience to a Chair, Department Head, Executive Director, or other leadership role.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Demonstrated proficiency with Microsoft Office Suite, internet browsers, and Adobe Acrobat Pro
- Demonstrated ability in document preparation and proof reading
- Excellent interpersonal skills
- Ability to work independently and as a team player
- Ability to complete tasks in an efficient and timely manner
- Must be detail oriented
- Ability to multitask, be organized, and self-motivated

- Ability to work in stressful situations and within deadlines
- Ability to communicate verbally and in writing

Working Conditions

Physical:

Sit for prolonged periods. Communicate effectively and listens. Use of a computer and calculator. Standing, stooping, bending, and reaching.

Environmental:

Standard office environment.

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