



## Assistant to Vice Provost

**Job Code:** 6562

**Salary Grade:** S10

**FLSA Status:** Exempt

*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.*

### Duties and Responsibilities

#### Support

- Provides direct support to the Vice Provost
- Handles high pressure and sensitive matters and projects for the Vice Provost as necessary
- Acts as a liaison between the Vice Provost and colleges/departments on assigned areas, including faculty policies, hiring processes, program implementation, and special projects

#### Administration

- Performs day-to-day administration and coordination of the department responsibilities, particularly with regard to HSC faculty personnel matters -Serves as a resource for the application of related campus and University policies
- Assists in the selection, supervision, and/or training of assigned staff

#### Budget

- Reviews and makes budget recommendations for faculty personnel items
- Serves as an approver of the area budget actions, including vouchers, requisitions, cost transfers, SURs, payment requests, and Pcard transactions. Approve bi-weekly payroll funding and account reconciliations

#### Projects/Programs

- Participates in and/or leads planning and implementation of updated or new programs and services as assigned
- Prepares and maintains statistical and operational reports
- Conducts special projects as assigned, including on an ongoing basis the Health Sciences Center Faculty Handbook
- Manages HSC compliance with Board of Regents Office deadlines on academic personnel items; drafts and submits agenda items; coordinates with Office staff
- Updates, interprets, and administers related policies and procedures.
- Manages communications and process for promotion and tenure
- Performs various duties as needed to successfully fulfill the function of the position

### Minimum Qualifications

#### **Education:**

**Required:** Bachelor's degree.

Equivalency/Substitution: Will accept 48 months $\zeta$  relevant experience in lieu of the Bachelor's degree, in addition to the 36 months of relevant experience, for a total of 84 months $\zeta$  related experience

#### **Experience:**

**Required:** 36 months $\zeta$  project management and supervisory experience over staff or programs.

Preferred:

- Knowledge of general University financial policies
- Familiarity with campus and University hiring processes

#### **Certifications or Licenses:**

None.

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

### Knowledge, Skills, and Abilities



## JOB DESCRIPTION

# The UNIVERSITY of OKLAHOMA

- Experience in drafting, updating, and interpreting policy
- Advanced computer skills with broad knowledge of business software
- Proficient in Microsoft Office and Excel
- Detail-oriented for accuracy of data and information
- General math or finance skills
- Highly organized
- Familiarity with campus and University hiring processes
- Experience implementing and managing large, ongoing projects or programs
- Demonstrated ability to successfully manage multiple projects and deadlines

### Working Conditions

Physical:

Communicate effectively. Engage in repetitive motion.

Environmental:

Standard office environment.

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