



## Executive Assistant

**Job Code:** 6733

**Salary Grade:** S09

**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

Provides high-level administrative support to senior executives by managing schedules, coordinating meetings, handling communications, and facilitating efficient workflow. The Executive Assistant acts as a key liaison between executives and internal/external stakeholders.

- Manages daily office operations to ensure efficiency
- Prepares high-level correspondence, presentations, reports, and briefing materials
- Responds to inquiries and manage emails, correspondence, and other communications on behalf of the Executive ensuring timely and professional responses
- Supports strategic planning activities by assisting with project tracking, status updates, and key deliverables
- Manages and maintains the Executive's calendar, including appointments, scheduling internal and external meetings, sending reminders, coordinating travel arrangements, and handling meeting logistics
- Serves as a liaison between internal and external staff, faculty, and administration
- Assists with budget administration, financial tracking, and other reports
- Oversees record management, maintaining confidential electronic and paper files
- Handles purchasing activities within the department this includes prepare and process expense reports
- Anticipates the needs of the Executive and proactively offer support and solutions
- Plans, coordinates, and oversees special projects, office events, and activities
- Conducts research, collects and analyze data, and prepares written reports or presentations
- Assists with special projects and research as needed
- Serves and actively participates on assigned committees
- May also run errands, provide transportation, and coordinate with vendors, clients, or service providers
- Performs related duties as assigned to successfully fulfill the function of the position

### Minimum Qualifications

#### Education:

- Bachelor's degree

**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:

- None

#### Certifications or Licenses:

- Valid Driver's License

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

### Knowledge, Skills, and Abilities

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to handle confidential and sensitive information with professionalism and discretion.
- Exceptional organizational and time-management skills, with the ability to prioritize and multitask effectively to meet deadlines
- Able to communicate well and build rapport quickly with students, faculty and staff
- Ability to work independently with minimal supervision and collaboratively in a fast-paced environment
- Ability to adapt quickly to changing priorities and maintain composure in high-pressure situations
- Demonstrated attention to detail critical
- Excellent written and verbal communication skills with strong composition and proofreading skills

### Working Conditions



**JOB DESCRIPTION**

**The UNIVERSITY of OKLAHOMA**

**Physical:**

Must be able to engage in repetitive motions and communicate effectively. May be required to bend, lift, stoop and carry. Occasional extended hours may be required to support the executive, meetings, travel coordination, urgent matters or other activities. Occasional travel or off-site support may be required for meetings, events, or executive retreat

**Environment:**

Standard office work environment.

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