

Class Code:	Prior 7/1/2004 9217	After 7/1/2004 9217
Title:	Executive Assistant	Executive Assistant
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Executive Assistant

Job Summary:

This is work performing a variety of administrative duties and professional support services. This position is responsible to the President, Provost, Executive Vice President, or Vice President.

Example description of duties (not all inclusive):

Assists and advises in the development, evaluation, and implementation of goals, and objectives within the functional area(s) to which assigned.

Provides research support and conducts special studies and investigations.

Supports, assists, and recommends changes to existing policies, objectives and procedures, as appropriate.

Coordinates budget preparation, administration, and related fiscal matters.

Serves as liaison between the program area and other departments/units, state agencies, and outside groups and organizations.

Serves on a variety of councils or committees as a representative of the executive administration.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization and three years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and five years of appropriate experience. Additional college course work may substitute at an equivalent rate for the required experience.