

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Executive Assistant **SALARY GRADE:** HU-10
DATE REVISED: December 1, 2014 **EEO CODE:** 02
JOB CODE: 2410 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to provide executive level administrative support to a University Cabinet member.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others and assigning and reviewing their work. May also be responsible for acting in a lead or senior capacity over other positions performing essentially the same work or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: Internal contacts include senior executives and other staff within the university. External contacts are with a very wide variety of executives at other institutions of higher education and public and private sector organizations.

PRINCIPAL ACCOUNTABILITIES: Directs the preparation of administrative and financial reports; analyzes and interprets information; makes and implements decisions; compiles and analyzes data and prepares special and operating budgets.

Analyzes administrative and operational functions; reviews policies and procedures systems for efficiency; implements appropriate changes and system improvements.

Manages and controls expenditures within unit budgets; determines funding source to charge; analyzes financial feasibility of and approves new programs or plans and funding sources.

Interprets and implements university and outside agency rules, regulations, policies and procedures.

Reviews and approves operational documents.

Responds to management and public requests for information and resolves politically sensitive issues.

Represents the university, college or project at meetings.

Supervises, monitors or coordinates the activities of subordinates.

Performs other job-related duties as assigned.

CORE COMPETENCIES: Knowledge of administrative principles and practices.

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Knowledge of accounting and budgeting procedures and techniques.

Knowledge of supervisory practices and principles.

Skill in planning, analyzing and coordinating activities and establishing priorities.

Skill in the use of personal computer/software.

Ability to problem solve and make decisions

Ability to effectively communicate.

The ability to work effectively with people from a variety of culturally diverse backgrounds.

**MINIMUM
REQUIREMENTS:**

Bachelor's degree in administration, business or related area and 1-3 years of administrative experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management