

HOWARD UNIVERSITY
Position Description

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|-------------------------|------------------------------|----------------------|--------|
| POSITION TITLE: | Special Assistant to the SVP | SALARY GRADE: | HU-13 |
| DATE REVISED: | December 01, 2014 | EEO CODE: | 05 |
| JOB CODE: | 2422 | FLSA STATUS: | Exempt |
| BARGAINING UNIT: | N/A | | |

Develops and maintains an accurate calendar on Division events and activities.

Schedules travel arrangements and hotel accommodations for the executive level management for the designated school or department, prepares all necessary documents (travel requests, vouchers, and settlements) for the travel.

Prepares and maintains minutes of meetings of the executive level management for the designated school or department.

Perform other job-related duties as assigned by the executive level management for the designated school or department.

CORE COMPETENCIES: Advanced knowledge of office and administrative practices and principles.

Skill in operation of computers, related software applications (MS Word, Excel, PowerPoint and Access). Knowledge of standard office equipment.

Ability to keep abreast of and communicate policy changes, adhere to and be responsive to policy and procedural changes.

Ability to communicate effectively orally and in writing with a diverse population. Must be detailed oriented and organized.

Ability to exercise discretion and ensure a high-level of confidentiality.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, residents, students and the general public.

MINIMUM REQUIREMENTS: Bachelor's degree in business or administration and 5-7 years of experience. 12 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.

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SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____