

UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Secretary

Job Code: 111023

OT Eligible: Yes

Comp Approval: 1/11/2005

JOB SUMMARY:

Performs advanced secretarial duties for a dean or officer of the University (executive). Handles day-to-day administrative matters to conserve executive's time.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

- | | | |
|-------|-------|--|
| _____ | _____ | Organizes the office of a dean or officer of the University (executive) and makes day-to-day administrative and operational decisions on his/her behalf. Provides direction and guidance to assigned staff and student workers. Schedules work, establishes priorities and ensures deadlines are met. Establishes and maintains office and recordkeeping systems and procedures. |
| _____ | _____ | Prepares official academic and business correspondence ensuring acceptable pre-established formats are followed. Takes and transcribes dictation of a highly confidential nature. |
| _____ | _____ | Reviews and prioritizes all incoming correspondence. Determines actions required and follows through to completion. Researches and drafts responses on behalf of executive, refers to executive's direct reports for action, or refers to executive for personal reply. |
| _____ | _____ | Screens incoming calls and visitors, determining what contact or action is required for satisfactory disposition. Provides ongoing public relations on executive's behalf with visiting dignitaries, trustees, major donors, parents and other VIP's. Assists visitors with resolving problems, often coordinating resolution with other university offices. |
| _____ | _____ | Maintains executive's calendar and accepts or declines commitments, both local and out-of-area, on his/her behalf. Reschedules existing appointments as deemed appropriate. Makes travel arrangements for executive as needed. |
| _____ | _____ | Facilitates communications between executive and his/her direct reports. Assesses and prioritizes the urgency of situations and determines appropriate action. |
| _____ | _____ | Interacts with university offices on behalf of an executive to facilitate communications and critical information exchange. Handles all assigned communication and correspondence including sensitive and confidential matters. Represents supervisor through telephone and personal contacts, as needed. |
| _____ | _____ | Plans meetings and events hosted by executive. Coordinates arrangements with internal and/or external vendors to include travel, lodging, refreshments, guest speakers, and presentation materials and equipment. Attends events to ensure arrangements are handled according to plan and as a representative of the executive. |
| _____ | _____ | Reviews newspapers, journals and other types of publications for information of special interest. Summarizes information and/or highlights pertinent materials to conserve executive's time. |

- _____ _____ Monitors assigned office operating budget(s) and approves expenditures.
- _____ _____ Leads other employees and student workers, as assigned. Provides leadership and work guidance, schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance, as required.
- _____ _____ Maintains the confidentiality and currency of office records and files including personnel records for faculty and staff.
- _____ _____ Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

- Bachelor's degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

3 years

Minimum Field of Expertise:

Executive secretarial experience

Preferred Education:

Bachelor's degree

Preferred Experience:

5 years

Skills: Administrative:

- Answer telephones
- Arrange travel
- Balance figures
- Communicate with others to gather information
- Compose letters
- Compute totals
- Coordinate events
- Coordinate meetings
- Coordinate work of others
- Develop office procedures

- Draft routine correspondence
- Edit routine documents
- Edit technical or scientific text
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects
- Research information
- Schedule appointments
- Take shorthand
- Understand and apply policies and procedures
- Verify calculations
- Writes memorandums for own signature

Skills: Other:

- Lead/guidance skills
- Organization

Skills: Machine/Equipment:

- Adding machine
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier
- Typewriter
- Word processor

Supervises: Level:

Leads one or more employees performing similar work.

Supervises: Nature of Work:

- Administrative
- Clerical/Secretarial

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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