Appendix J2.4

Executive Assistant
1. **Division:** Student Affairs  
2. **School/College/Department:** Office of Communication  
3. **Position Number:** 19314  
4. **Subsection/Section:**  
5. **Room/Building:** 103 Lee Hall  
6. **Department Number:** 010100000  
7. **Transaction Type:** Update  
8. **FTE:** 1.00  
9. **Pay Plan:** A/P 21  
10. **On-Call:**  
11. **Call back:**  
12. **Lead Worker:**  
13. **Current Class Code:** 9217  
14. **Current Class Title:** Executive Assistant (Chief Communications Officer)  
15. **County:** Leon  
16. **New Class Code:**  
17. **New Class Title:**  

18. Describe in detail the specific duties and responsibilities assigned to this position. Attach additional sheets, if necessary, to properly describe the position.

The incumbent in this position serves a Special Assistant to the President and is responsible for working to establish relationships with the media to gain the support and good will of the University public.

Assists in establishing over-all policy related to University Relations/Public Affairs. Assists in disseminating institutional advancement policies throughout the University. Communicates State of Florida Statutes and BOT policies related to public relations. Serves on university advisory committees that impact institutional policy.

Assist in the coordination, guidance, direction, and supervision of the overall duties and responsibilities of the Office of Public Affairs.

Represents the President on committees both internal and external to the University. Also represents the President at various programs, upon request.

Executes documents requiring the President's review and signature. Prepare responses to inquiries, correspondence, etc. sent to the President.

Communicates with constituents for the President on matters pertinent to the constituents of the University.

Assist students in the resolution of problems covering a wide range of concerns.

Assist with faculty matters as related to employment.

Prepare programs and events hosted by the President.

Review and sign all recommendations, contracts, grants, and proposals requiring the President's signature.

Inform subordinates of all relevant University Regulations and Internal Operating Procedures and provides access to all related documents; Assesses and documents subordinates' ability to comply with all relevant University Regulations and Internal Operating Procedures; Employs measures of accountability for compliance with University Regulations and Internal Operating Procedures; Conducts and documents performance evaluations in a timely manner for each subordinate, in accordance with University Regulations and Internal Operating Procedures.
Position Number: 19314

19. SUBORDINATES: List class codes, official class titles, and position numbers of each position that reports directly to this position.


20. SUPERVISOR'S POSITION: Number: 16750 Class Code: 9200 Class Title: University President

21. WORKING HOURS:
   a) Daily from 8:00 a.m. to 5:00 p.m.
   b) Total hours per week 40
   c) Explain any variations in work week, split shifts, on-call status, or rotations.

   Expected to complete all responsibilities regardless of the time needed

22. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

23. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

   The incumbent is expected to be judicious in handing confidential information.

24. KNOWLEDGE/SKILLS/ABILITIES:
   Knowledge of and ability to interpret and apply related University policies and procedures. Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
   Ability to identify trends, predict impact of actions on system operations, detect discrepancies in the function of an organization, and take necessary action to correct performance.
   Ability to demonstrate critical thinking based upon in-depth data, substantiating information, considering and respecting others' input and personal values and ethics. Ability to provide multiple feasible solutions.
   Ability to maintain and improve personal and team effectiveness, and foster change and creativity.
   Ability to strategically plan and serve as a catalyst for organizational change, cultivate a shared vision with others, and motivate others to transfer vision into action.
   Ability to provide leadership and direction in programmatic, budgetary, and operational functions. Ability to adhere to ethical business practices and promote ethical behavior. Ability to represent the University or University President as required.

25. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:
   Please review statements below check all that apply.

   ☑ This position requires a background check and/or fingerprinting.
   ☑ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   ☑ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors.
   ☑ This position requires licensure, certification or other special requirements described below.

26. SIGNATURES: Incumbent: [Handwritten Signature] Date: 9/22/2008

   Supervisor: [Handwritten Signature] Date:

   Reviewing Officer: [Handwritten Signature] Date: 9/24/08