Florida Agricultural and Mechanical University
ADMINISTRATIVE & PROFESSIONAL
POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: [ ] Establishment [ X ] Update [ ] Reclassification [ ] Transfer
3. Position Number: 19276

4. School/College
5. Department Number: 0401-000-00
6. Effective Date: 01/20/2006 (Personnel Use Only)

7. Department: Vice President Student Affairs
8. FTE: 1.00
9. Budget Entity
10. Pay Plan:

11. Subsection: PRES
12. Class Code: 9224
13. City: Tallahassee
14. County: Leon
15. Class Code: NEW
16. Class Title: Executive Assistant

17. Class Title: Administrative Coordinator

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

Describe functions in terms of outcomes/results rather than method used or how a job is normally accomplished.

This position serves as the Executive Assistant to the Vice President for Student Affairs Florida A & M University with responsibility for a wide range of complex, time-sensitive, and specialized projects. The incumbent works with the Vice President in a fiduciary capacity on matters of confidentiality to include, but not limited to student grievances and complaints, employee assistance program and family medical leave act documents and proceedings, and personnel documents. Receives confidential faxes and messages, prepares draft documents regarding student and staff disciplinary actions and dismissals, serves as note taker during grievance procedural meetings, answers initial inquiries from department supervisors, employees, students, as well as provides referrals to the appropriate party for further action. Representing the Office of the Vice President, the individual will serve as the professional liaison with the State, University, and Private sector offices. Emphasis will be placed on planning, managing, organizing, and establishing priorities for Office of the Vice President related to program operations, events and activities for the Division. The person must be familiar with the organizational functions within a university environment, as well as their areas of responsibility to coordinate, recommend, and interpret Divisional and University policy.

% of Time
18A. Essential Functions of the Job*

50% Responsible for reading, analyzing, and interpreting university policies, Board of Trustees, and Board of Governors (BOG) policies and procedures to respond and support matters for the Division of Student Affairs. Attention will be given to defining problems, collecting data, establishing facts and drawing valid conclusions. Coordinates personnel matters, contracts, assessments, accreditation directives, advisory reports, and correspondence from the Office of the President, as well as the Office of the General Counsel. These matters frequently cover a wide range of issues (budget, legal matters, staff and student concerns, promotions, employee matters, reclassifications, Board of Governors requests, Board of Trustees requests, inquiries from the general public regarding issues involving the Division). Must exercise extensive personal and professional judgment in making these assignments and ensures proper and timely preparation of follow-up materials for the Vice President’s review. Coordinates appropriate materials and/or resources in preparation of Division, University, and/or Board of Trustees meetings. Prepares and maintains the Vice President’s calendar and long term time management priority planning. Reviews requests for appointments to determine the appropriateness of meetings with the Vice President and/or other Division administrators. Acts as primary contact for public presentations for the Vice President for Student Affairs.

25% Opens, reads, responds, and/or distributes communication on behalf of the Vice President. Serves as the project lead in coordinating special projects, events, and/or activities for the Office of the Vice President. Develops and coordinates travel arrangements on behalf of the Vice President.

10% Reviews, compiles, synthesizes, and produces appropriate letters, reports, or publications as assigned. Prepares agenda for staff and divisional meetings and takes minutes.

5% Acts as a liaison for the Division of Student Affairs with the Office of the President, Office of the General Council, colleges/schools, academic support units, Equal Opportunity and Access, Human Resources, Administrative Services, the Office of Development, Alumni Affairs, and Student Government in matters involving the Vice President and the Division of Student Affairs.

5% Performs other job-related duties as assigned by the Vice President for Student Affairs.

18b. Marginal Functions of the Job**

5% Organizes and maintains all administrative, personnel, and confidential files for the Division of Student Affairs. Close coordination is required to secure and maintain positive community relations for the Division of Student Affairs. Must keep abreast of names of the Board of Trustees, members of the Foundation Board, university administrators, other professional counterparts at the state university system level, and community leaders. Reviews all documents and materials for proper format, accuracy, grammar; must be familiar with constituents to ensure correspondence is correctly routed.
19. SUBORDINATES: List class codes, official class titles, and position numbers of each position that reports directly to this position.

Coordinates, guides, and assists USPS and OPS staff assigned to the Office of the Vice President for Student Affairs.

19A. SUPERVISOR’S POSITION: Number: 16819  Class Code: 9259  Class Title: Vice President for Student Affairs

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

None

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

This position comes into contact with highly confidential personnel and student information which must be held strictly confidential. FERPA information also must be maintained.

22. KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of general office and other administrative principles, practices, and protocol, effective decision-making, problem-solving, and interpersonal communication techniques. Skill in use of Personal Computers. Ability to assume new responsibilities with initiative, and complete follow through in an effective and professional manner. Ability to assume executive assistant responsibilities as necessary. Ability to exercise independent and professional judgment. Ability to communicate effectively both verbally and in writing. Ability to maintain effective working relationships both inter and intra office, as well as with other academic and administrative divisions throughout the university. Ability to coordinate, delegate and implement assignments in order to meet deadlines. Able to understand and apply personnel rules, policies, and procedures applicable to staff and students. Ability to perform in a fast-paced environment.

23. 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. Florida Statutes.
__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.

23A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications: A high school diploma and seven years of administrative support or related experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.

Preferred Qualifications: Bachelor’s Degree and four years of experience in higher education environment within a Division of Student Affairs, or other university department. Executive Assistant experience at the corporate and/or state agency level.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. SIGNATURES:

Incumbent ___________________________ Signature ___________________________ Date ___________________________

Immediate Supervisor ___________________________ Signature ___________________________ Date ___________________________