NEW MEXICO HIGHLANDS UNIVERSITY
JOB DESCRIPTION

Position Title: Executive Administrative Assistant
Salary Grade: 13

Department: Finance & Administration
Job Type: Regular/Full Time

Reports To: Vice President of Finance & Administration
FLSA: Exempt

SUMMARY: Provides high level administrative assistance and support to the Vice President of Finance & Administration and oversees all office functions.

DUTIES AND RESPONSIBILITIES:

- Manages, plans, and oversees office administrative support, including details of a sensitive, confidential nature, and office functions and services;
- Responsible for complex functions that require coordination with senior level administrators, executives, university attorneys, vice-presidents, deans, department chairs, directors, and other personnel who report to the Vice President of Finance and Administration;
- Routinely, professionally interacts with university students, faculty, staff and officials of private and public sectors;
- Must exercise independent, professional judgment in all office operations and dealings;
- Must become familiar with the Faculty Collective Bargaining Agreement and Faculty Handbook, as well as Student Handbook and all university policies & procedures;
- Oversees, coordinates, verifies, maintains, and processes all payroll timesheets and sick and annual leave documents for the office. Tracks leave and approves timesheets for direct reports to the VP;
- Supervises work-study students;
- Create spreadsheets, presentations, and binds books and plans for the department;
- Maintains various types of important records for the university and conducts research and compiles reports on behalf of the office;
- Routinely reads, interprets, responds to and composes complex correspondence on behalf of the office; proofreads all correspondence from the VP;
- Recommends changes in policies and procedures and makes administrative decisions on behalf of the VP when appropriate and within established university policies and procedures;
- Signs and processes important documents on behalf of the VP; accurately completes and processes forms (i.e., personnel action forms, requisitions and vouchers), which are time sensitive;
- Coordinates and manages incoming and outgoing correspondence, documents, forms, and information both electronic and written and disseminates such information to the appropriate personnel;
- Maintains accurate calendars and records/files minutes for meetings; schedules and tracks important dates/appointments and meetings for on-going campus-wide projects;
- Screens visitors and calls;
- Works extensively with university campus personnel to maintain all office functions;
- Schedules/books travel and processes necessary travel forms for the VP;
- Serves on various committees on behalf of the office;
- Attends various internal and external meetings on behalf of the VP;
- Works with other colleges, universities, and statewide agencies to collect information and data as needed;
- Prepares presentation materials for the VP;
- Prepares work schedules;
- Assigns and monitors office employees' work and handles time sensitive tasks;
- Takes care to maintain confidential files for the office; organize and archive necessary departmental and university records and files;
- Runs administrative reports, coordinates work flow, and other administrative functions;
Maintains office inventory; orders office supplies, equipment, and services as needed;
Reviews and recommends amendments to internal procedures to ensure customer service;
Recruits and screens candidates for office positions;
As needed, follows up to ensure multiple personnel and campus-wide issues are resolved by the appropriate personnel;
Maintains regular attendance;
Attends trainings as needed;
Performs additional duties as assigned.

MINIMUM JOB REQUIREMENTS:
   Education: High School Diploma or GED.
   Experience: Seven (7) years of General/Secretarial experience.

PREFERRED:
   o Bachelor’s Degree in Business or related field
   o Four (4) years of Higher Education experience
   o Experience working with Ellucian Banner

SPECIAL REQUIREMENTS:
   • Must be willing to periodically work evenings or weekends if needed.
   • Must possess and maintain a valid New Mexico Driver’s License

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
   • Ability to respond and meet rigid schedules and deadlines.
   • Ability to handle complex tasks with minimal direction.
   • Ability to frequently use sound business practices and professional judgment.
   • Ability to demonstrate strong business and mathematical skills;
   • Strong organization and coordination skills.
   • Strong oral and written communication skills.
   • Ability to work under pressure and meet deadlines;
   • Ability to plan and accomplish goals.
   • Ability to organize and direct others in order to meet the needs of the department.
   • Knowledge of the NMHU Personnel Policies and Procedures.
   • Proficient in Microsoft Office programs (Word, Excel, and PowerPoint).
   • Ability to maintain and effective and professional demeanor at all times.
   • Ability to maintain confidentiality of records and information.
   • Ability to research and problem solve.

PHYSICAL DEMANDS:
   • Repetitive hand motions and prolonged use of computer.
   • Work under frequent interruptions;
   • Sitting for extended periods of time.

WORK ENVIRONMENT:
   • Work is performed in a typical interior/office work environment.
   • Work with frequent interruptions despite numerous deadlines.