

**Job Description**  
*Library Staff Positions*

**Executive Administrative Assistant**

Employee Name	TBD
Department or Unit	University Librarian Dean's Office
Division	University Librarian
Campus Job Classification / Title	Executive Administrative Assistant
Campus Job Code	DB06
Campus Pay Grade	228
FTE [Percentage of Time]	1.0 (40 hours)
Type of Appointment	Ongoing
FLSA Status	Exempt

*This is an Exempt position. Employees in this position are paid on a monthly basis, and are not eligible to receive overtime pay for any hours worked over 40 in a work week.*

Name of Direct Supervisor	Valeda Dent
Supervisor's Library Job Title [Functional]	Vice Prov, Libraries and Museum
Supervisor's Campus Job Classification	Librarian / Faculty-Equivalent

**University Job Summary Statement**

Provides administrative support to the highest level of administration within the organization, primarily consisting of board-approved or reviewed executives and central senior academic and administrative deans reporting to the Provost or Dean of the School of Medicine. Examples are limited to a Dean of a College or School, Vice President, President or Chief Executive Officer of an affiliate, etc. Handles meeting and conference logistics; prepares and monitors budgets and project proposals; researches and compiles information for reports and presentations, including chart and graph preparation; manages office preparations. Maintains calendar for one or several executives and ensures appropriate preparation for daily activities; may coordinate domestic or foreign travel arrangements. Reviews incoming correspondences to executive and forwards appropriately or, based on a knowledge of recipient's views, may respond for them. Leads meetings addressing specific operational issues and develops recommendations and action plans towards their resolution. Assists in the administration and interpretation of policies and procedures for the organization and department. May supervise and schedule clerical and secretarial staff, initiates paperwork for employee transactions, and assists in investigating and resolving employee issues or concerns. May act as a spokesperson for departmental inquiries. Performs related responsibilities as required.

*The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.*

**Library Position Summary**

- Reporting to the Vice Provost of Libraries and Museum, the incumbent will provide administrative support to the highest level of administration within the organization, primarily consisting of board-approved or

reviewed executives and central senior academic and administrative deans reporting to the Provost or Dean of the School of Medicine.

- Examples are limited to a Dean of a College or School, Vice President, President or Chief Executive Officer of an affiliate, etc.
- Handles meeting and conference logistics; prepares and monitors budgets and project proposals; researches and compiles information for reports and presentations, including chart and graph preparation; manages office preparations.
- Maintains calendar for one or several executives and ensures appropriate preparation for daily activities; may coordinate domestic or foreign travel arrangements.
- Reviews incoming correspondences to executive and forwards appropriately or, based on a knowledge of recipient's views, may respond for them. Leads meetings addressing specific operational issues and develops recommendations and action plans towards their resolution.
- Assists in the administration and interpretation of policies and procedures for the organization and department.
- May supervise and schedule clerical and secretarial staff, initiates paperwork for employee transactions, and assists in investigating and resolving employee issues or concerns.
- May act as a spokesperson for departmental inquiries. Performs related responsibilities as required.
- Provides administrative support for one of the following (or a combination): general management, a research environment, or a specific program.
- Ensures office activities comply with Emory policies and procedures.
- Responds to incoming telephone calls.
- Maintains calendars and prioritizes meeting requests for management.
- Reviews incoming correspondence and identifies items of special interest to management; handles routine correspondence and prepares appropriate responses.
- May complete forms, grant applications, and/or correspondence associated with programs.
- Prepares charts and graphs for reports and presentations.
- Creates and edits scientific, programmatic, or other reports associated with department's primary business.
- Schedules meetings and handles logistics for meetings and special events.
- Prepares materials for meetings and special events.
- Initiates, processes, and maintains records and invoices.
- Keeps management apprised of account status, identifies cost-effective solutions and may authorize expenditures.
- May monitor or maintain budgets and grants, assist with budget development, and prepare related expense reports and reimbursements.
- Plans and coordinates travel arrangements.
- Maintains databases and spreadsheets; may also analyze data and design/generate associated reports.
- Establishes and organizes filing systems.
- Oversees ordering and maintenance of office supplies.
- May supervise or direct the work of support staff and/or students.
- Performs related responsibilities as required.

### **Type of Supervision Received**

This position reports to the Vice Provost of Libraries and Museum who provides general guidance and specific task assignments. Individual performance is informally reviewed on a regular basis and formally on an annual basis, progress toward unit and professional goals is a key component of performance evaluation process.

## University Minimum Required Qualifications

- Bachelor's degree in business administration, communications or a related field and three years of office administration or senior secretarial experience, or equivalent combination of experience, education, and training.
- Previous experience with various personal computer software applications.
- Positions in this classification may require the ability to type or keyboard 60 accurate words per minute.

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## Additional Details

- Provides administrative support for one of the following (or a combination): general management, a research environment, or a specific program.
- Ensures office activities comply with Emory policies and procedures.
- Responds to incoming telephone calls.
- Maintains calendars and prioritizes meeting requests for management.
- Reviews incoming correspondence and identifies items of special interest to management; handles routine correspondence and prepares appropriate responses.
- May complete forms, grant applications, and/or correspondence associated with programs.
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## SPECIFIC DUTIES:

- Manage Vice Provost's calendar and schedule
- Answer the phone and staffing the office
- Orient Vice Provost
- Gather information at Vice Provost's request
- Take Senior Management Team notes
- Cabinet agendas and notes
- Prepare the Jones Room for meetings
- Order supplies
- Requests from the Provost's Office for space
- Gather information for others

- Coordinate Library Policy Committee meetings
- Process and manage Expenses

NOTE: Position tasks are generally required to be performed in-person at an Emory University location. Remote work from home day options may be granted at department discretion. Emory reserves the right to change remote work status with notice to employee.

<i>LITS-HR Review</i>	
<i>DATE</i>	