SUMMARY OF POSITION ROLE/RESPONSIBILITIES: The Executive Assistant (EA) reports and is responsible to the Vice President, General Counsel and University Secretary (VP/GCS) and administratively supports the VP/GCS’s work as General Counsel and in support of the Board of Trustees. The EA provides a wide range of executive staff, research, special project, and administrative services for the VP/GCS, the Board of Trustees (Board), and the Office of the VP/GCS (Office). The EA proactively recommends and provides advice on, and leads implementation of, Office and Board administrative function policy-making and serves as a professional liaison for the VP/GCS, the Office and the Board with leadership and staff at every level in all areas of the University, with students, with law firms and other contractors, and with the public and other stakeholders, on and off campus. The EA will lead the administrative staff of the Office and have a functional reporting relationship to the Executive Associate Vice President and Deputy General Counsel (EAVP/DGC) who has a significant role in Office administration/oversight. The EA will work in coordination with, and take some functional supervision as assigned by the VP/GCS from, any Assistant Corporate Secretary of the Board. This position has important Board, VP/GCS, and Office responsibilities that require attention and strong professional commitment during and beyond regular business hours and days on a regular basis.

WORKING TITLE: Executive Assistant III

**** DO NOT ERASE THIS LINE ****

POSITION NUMBER: 00017965

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

This position has important Board, VP/GCS, and Office responsibilities that require attention and strong professional commitment during and beyond regular business hours and days on a regular basis. This position has a full and high priority workload, including matters regularly (but not every day) requiring early morning, late night, weekend and holiday/vacation attention (e.g., regarding Board meetings or events or VP/GCS high priority work). It requires a professional, proactive, high energy, and highly dedicated commitment to devote the necessary time and effort to well-handle all needs.

A. 50% The EA acts as an executive professional assistant and aide to the VP/GCS to provide any and all wide-ranging administrative, staff, research, and special project services for the VP/GCS and the Office, as assigned by the VP/GC, and functionally leads the Office administrative staff. This work includes, without limitation: (a) fostering the reasonable and functional management of the VP/GCS’ work flow and work preparation and completion, including without limitation by appropriately scheduling and timely assembling materials/preparing the VP/GCS for—and tracking and keeping the VP/GCS on schedule for—a typically heavy and frequently changing commitment of daily meetings and other activities; (b) developing, managing, maintaining and fostering positive relationships for the VP/GCS and the Office with all areas and at all levels of positions of the University, students, law firms and other contractors, and the public and other UF stakeholders; (c) managing, triaging or handling as appropriate, and replying appropriately to phone calls and personal visits on behalf of the VP/GCS and the Office; (d) reviewing, triaging or handling as appropriate, drafting, responding to, keeping records of, and otherwise managing the VP/GCS’ correspondence, including emails; (e) typing, proofreading and, as appropriate (in coordination with the VP/GCS) revising the VP/GCS work, drafting correspondence and other basic materials, and organizing, creating and managing the VP/GCS files and records (including being familiar with the VP/GCS work to be able to do so with some level of independence); (f) undertaking and summarizing research, including basic paralegal-equivalent research, and drafting power-point presentations and other materials; (g) undertaking special projects as assigned; (h) making travel arrangements and creating and providing itineraries for the VP/GCS; (i) planning, overseeing and executing events and meetings; (j) planning, overseeing and executing administrative functions for
recruitment; (k) being capable and knowledgeable about the technology serving the Office and being supportive of and learning new technology for the Office, as well as providing capable first level support for the technology needs of the VP/GCS, and facilitating additional support from the UF IT experts as needed; (l) administering and attending to the expenses and reimbursements for the VP/GCS in accordance with UF and Office requirements; (m) fostering and assisting with the prioritization of the VP/GCS’ work on an immediate, short and long term basis, and tracking that work and supporting the VP/GCS to foster the work’s timely completion; (n) being capable and knowledgeable about, managing, overseeing, and executing the timely and appropriate handling of administrative and process requirements for human resources actions (e.g., annual reviews and hiring, promotion, and separation of employees); (o) being an expert in University and Office regulations, policies, procedures and good practices/controls governing administrative, financial, and human resources functions and ensuring that all matters for the VP/GCS and the policies, procedures and practices of the Office comply; (p) leading the administrative staff of the Office as a functional first level supervisor (subject to accountability to the EAVP/DGC who is the supervisor and the lawyers served by each staff member) and allocating overflow work among--and providing oversight and guidance on--regular and special work of the other Office administrative staff; (q) proactively recommending and advising on the development of—and (upon approval of the VP/GCS or, if designated by the VP/GCS, the EAVP/DGC) timely executing, overseeing and implementing--continuous improvements and enhancements to Office administrative policies and processes (e.g., the office protocol and office manual for attorneys and support staff ) to foster effectiveness, efficiency, quality and service of and by the Office; and (r) providing other administrative and staff support and staff leadership as assigned by the VP/GCS.

B. 20% Specific administrative duties (subject to change as determined by the VP/GCS) are: (1) approving travel authorizations and expense reports for all employees; (2) timely and appropriately processing, maintaining and keeping current the delegation and sub-delegation of authority letters that are renewed, terminated, and/or amended annually and throughout the year as changes occur and being knowledgeable and able to advise others about authorities, and exercising excellent judgment on when to seek interpretation and direction from the VP/GCS or EAVP/DGC; (3) timely issuing, administering and overseeing the completion and return by attorneys (and all Senior University Officials) of, the Disclosure Statement for Senior University Officials and the Form 1, and ensuring that new attorneys in the OGC complete and return the Form 1 timely and that any attorneys leaving the OGC complete the Form 1F timely; also working closely with Human Resource Services to assist them in their responsibility to add and remove filers from the annual reporting to the Commission on Ethics; and (4) approving all pcard charges for the Office once the charge has been verified.

The EA is expected to be able to triage any matter that comes to the VP/GCS or Office, exercising good and independent judgment (and knowing when to seek guidance from the EAVP/DGC) to determine those matters that should be brought to the attention of the VP/GCS and those that can be handled by other individuals, and routing and tracking the handling of matters by others. The EA is also expected to have (or promptly acquire upon commencing the position) deep knowledge of operating policies and procedures of the University, the Board of Trustees, state regulations, laws, etc., to keep current on them, and to ensure that the VP/GCS, EAVP/DGC and others in the Office are apprised of changes and requirements. The EA must handle confidential and sensitive matters in a professional and appropriate manner, providing close, direct, trustworthy, timely and meaningful assistance to the VP/GCS and performing all work in a professional, diplomatic, politically savvy, poised, helpful and confidential manner at all times.

C. 30% The EA acts as an executive professional assistant and aide to the VP/GCS and, if and as assigned by the VP/GCS, any Assistant Corporate Secretary, to provide any and all wide-ranging administrative, staff, and special project services for the Board, as assigned by the VP/GCS. This work includes, without limitation, the range of duties under A above, but in support of Board matters.
Specific administrative duties of the EA include, without limitation: (a) being highly knowledgeable about, administering, maintaining, supporting and implementing the BoardVantage (or other applicable) board meeting and materials software program, with occasional IT expert assistance for special issues as needed from the UF IT department or BoardVantage professionals; (b) leading and overseeing a team of Board Committee Liaisons’ assistants and, as staff to and assigned by the VP/GCS, coordinating with any Assistant Corporate Secretary and the Board Committee Liaisons to administer the timely and appropriate drafting, proofreading and finalization, collection, assembly, Board-Cabinet-Public notices, and distribution of Board agendas, minutes and other materials for meetings, retreats and other events; (c) drafting, proofreading, and preparing Board and Committee agendas, minutes, and other materials for the VP/GCS and, as needed, the President, Provost and Board Committees; (d) developing, administering, maintaining and overseeing a tracking log and tracking follow up actions arising from Board meetings and coordinating with the responsible person to ensure timely completion and disposition, keeping the VP/GCS closely informed, exhibiting good judgement on when to seek the VP/GCS’ direction as appropriate; (e) supporting the VP/GCS and President, as well as other senior leaders (e.g., Provost and Executive Chief of Staff, Board Committee Liaisons) as needed, in, and providing advice and input for, the development of—and leading the implementation and oversight of—Board meeting, retreat, event and materials preparation, policies and procedures; (f) in coordination with any Assistant Corporate Secretary and reporting to the VP/GCS, planning, overseeing and executing meeting, retreat and other event logistics and providing associated Trustee support (e.g., arranging and overseeing the Board meetings, catering and technical support, assisting in identifying and making the reservations for locales for meetings, retreats, events and dinners, arranging and setting up Board and Committee meeting/retreat/event rooms, arranging and providing for Trustee travel, hotel, technical support, and other needs); (g) maintaining and administering the Board Web site and keeping complete and accurate records of minutes, meeting notices, agendas and materials, Bylaws, Resolutions, Policies and practices; (h) keeping the VP/GCS closely informed, coordinating with the Board of Governors regarding BOG meeting dates and Board meeting dates and providing the Board of Governors with current Trustee contact information; (i) keeping, updating and administering the new and reappointed Trustee process and the current Trustee processes (while proactively keeping the VP/GCS informed and exercising good judgement on when to seek instruction), including without limitation keeping up-to-date and continuously improving the related checklists, contact and information lists, and timely issuing to, administering and overseeing the completion and return by, incoming Trustees of their appointment and confirmation forms, all Trustees of their annual Form 1 and other Florida Commission on Ethics disclosures and UF conflicts disclosure forms, and retiring Trustees of their Form 1F and UF advisory; (j) providing the Office of the Vice President for Research with Board information required by the U.S. Government for several documents in accordance with the Department of Defense requirements; (k) administering and managing the Board budget and fiscal transactions and record-keeping; (l) sending all official UF communications to the Trustees, subject to the direction of the VP/GCS and/or the President; (m) keeping the VP/GCS closely informed and subject to her oversight of content and strategy, keeping, administering and managing Board correspondence and interactions with internal and external stakeholders and the public in coordination with the Office of Public Affairs and, as appropriate, either drafting and proofreading, or proofreading and supporting the work of the VP/GCS to timely and appropriately respond to Board correspondence; and (n) providing staff and administrative support to the SVP/GCS and any Assistant Corporate Secretary on requests for public appearances before the Board.

The EA is expected to be able to triage any matter that comes to the Board, exercising good and independent judgment (and knowing when to seek guidance or instruction from the VP/GCS or any Assistant Corporate Secretary), to determine those matters that should be brought to the attention of the VP/GCS, any Assistant Corporate Secretary, President or other senior leaders (e.g., Provost or Executive Chief of Staff), and ensuring they are. The EA is also expected to have deep knowledge of operating policies and procedures of the University, the Board of Trustees, state regulations, laws, etc. relevant to the Board, to keep current on them, and to ensure that the VP/GCS, any Assistant Corporate Secretary,
Committee Liaisons and others in the Office are apprised of changes and requirements. The EA must handle confidential and sensitive matters in a professional and appropriate manner, providing close, direct, trustworthy, timely and meaningful assistance to the VP/GCS, any Assistant Corporate Secretary, President, Trustees and others, and performing all work in a professional, diplomatic, politically savvy, poised, confidential and helpful manner at all times.

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION
[NOTE: FOR PURPOSES OF ADA, THESE FUNCTIONS ARE MARGINAL ONLY TO INDIVIDUALS COVERED UNDER THE ADA WHO ARE UNABLE TO PERFORM THESE FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION BECAUSE OF A COVERED DISABILITY.]

SUPERVISION RECEIVED. EXPLAIN THE TYPE AND EXTENT OF INSTRUCTIONS OR DIRECTIONS NORMALLY GIVEN TO THIS POSITION BY THE IMMEDIATE SUPERVISOR.
This position receives direct supervision on all matters, including verbal and written instruction, from the VP/GCS and, when within the responsibility delegated to the EAVP/DGC by the VP/GCS, from the EAVP/DGC, as well as occasionally from the President, and is expected to work capably independently, keeping the VP/GCS well and timely informed, and to exercise excellent judgment on when to seek guidance and direction from the VP/GCS or EAVP/DGC. This position must be able to take appropriate direction from any Trustee and know when to seek guidance from the VP/GCS in that regard.

SUPERVISION EXERCISED. LIST THE CLASS TITLES AND POSITION NUMBERS OF POSITIONS UNDER THE DIRECT SUPERVISION OF THIS POSITION.
Functional supervision is exercised over:
Senior Administrative Assistant  00017965
Administrative Assistant 00007968
Office Assistant  00008994
Executive Secretary 00015487
Student Assistants (1-2)

NORMAL WORK SCHEDULE. (ENTER DAYS/HOURS HERE):
EXPLAIN ANY VARIATIONS FROM THIS SCHEDULE (EX: ON CALL, SHIFT ROTATIONS, SEASONAL EXTENDED HOURS, TRAVEL, ETC.):
Regular Office hours for this position are 8AM-5PM, M-F, and this schedule is extended, as needed on a regular but not every day basis, to professionally well-handle all position requirements and to support and attend Board events regardless of day or time. This position has important Board, VP/GCS, and Office responsibilities that require attention during and beyond regular business hours on a regular basis. This position has a full and high priority workload, including matters regularly requiring early morning, late night, weekend and holiday/vacation attention (e.g., regarding Board meetings or events or VP/GCS high priority work, sometimes on an unexpected basis). The position requires a professional, high energy, and highly dedicated commitment to make the necessary time and effort to well-handle all needs. This position will be expected to monitor and respond to mobile phone/email during non-business hours and days to answer questions and, when needed, offer assistance.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/class_comp/resources.asp). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.
A college degree is helpful, desirable, and appropriate; equivalent experience is adequate; the bundle of experience and skills of an individual is important in considering qualifications. Exceptional senior executive administrative support and staffing experience in a fast-paced setting with significant senior executive and public and other stakeholder interaction, as well as interaction with all levels of a significant organization, are required. (At least 5 years of such experience in relevant areas is preferred, as is experience working with a governing board. Recent college graduates who are
committed to this executive assistant career and have had leadership roles and summer or part-time experience in relevant areas will be considered.) This position requires the ability to communicate well orally and in writing, in a manner that is grammatically correct, accurate, poised, diplomatic, politically savvy, professional and effective for a range of stakeholders and the public. This position requires experience and interest in planning and executing events. Experience in managing office budgets and in administering, overseeing and executing office policies and procedures are also required. This position must be able to work independently, multi-task and prioritize a heavy and varied workload with shifting needs, problem-solve creatively, effectively and appropriately, keep calm and poised in the midst of intensity and difficulty, and deal with difficult and demanding situations and individuals with charm and aplomb. Extensive knowledge of windows (including word, outlook, excel, adobe, and powerpoint), ability to and interest in learning updated and new office technology support, and expertise in (or the ability to quickly become familiar with and expert in) University and Office policies and procedures are required. The proven ability to handle sensitive and confidential information and materials and to function well in a fast-paced, rapidly changing work environment are required. Exceptional interpersonal skills, discretion, and the ability to work successfully both in teams and independently—and the ability to be a thoughtful and supportive colleague to all in the Office—are required. Exceptional attention to detail, as well as tactical and logistical skills, with an ability to see the objective and achieve it well are critical. The ability to proactively anticipate and resolve problems, issues and requirements is important. Timeliness, a high sense of responsibility, trustworthiness, and high work ethic are also critical. A commitment and ability to create a welcoming and inclusive environment for a broad diversity of individuals is important.

REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW. PLEASE REVIEW THE STATEMENTS BELOW AND PLACE A “Y” IN FRONT OF ALL THAT APPLY.

THIS POSITION REQUIRES A POST OFFER HEALTH ASSESSMENT.

Y--THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, 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 (PLEASE SPECIFY).

Y--THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK.

THIS POSITION PROVIDES CARE TO CHILDREN, THE DEVELOPMENTALLY DISABLED, DISABLED ADULTS, OR IS OTHERWISE DEFINED IN SECTION 110.1127 (3)(A) FLORIDA STATUTES AND THEREFORE REQUIRES A SPECIAL BACKGROUND CHECK AS DESCRIBED IN SECTION 435 FLORIDA STATUTES.

Y--THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER, PLEASE SPECIFY:

A paralegal certificate or degree is not required, but may be helpful.

OTHER CHARACTERISTICS OF THE POSITION. DESCRIBE OTHER CHARACTERISTICS OF THE POSITION SUCH AS PHYSICAL, MENTAL, AND ENVIRONMENTAL FACTORS ESSENTIAL TO THE SATISFACTORY PERFORMANCE OF THE FUNCTIONS OF THE POSITION, OR OTHER CHARACTERISTICS, WHICH HAVE NOT OTHERWISE BEEN DESCRIBED IN THE POSITION DESCRIPTION.

The standards applicable to the evaluation of this position’s work include, without limitation, the Office’s overall performance standards. These are achieving and maintaining high standards of client service (in this case including supervisor, President, other leadership, and Board), professionalism, collaboration, accountability (including efficiency, effectiveness, timeliness and quality), sustainability, and integrity, as well as a high level of performance and technical skill in all work.

NON EXEMPT (HOURLY) POSITIONS ONLY:

MACHINES AND EQUIPMENT USED REGULARLY. INDICATE PERCENTAGE (%) OF TIME IN THE OPERATION OF EACH.
EXEMPT (BIWEEKLY/ANNUAL) POSITIONS ONLY:

POLICY MAKING AND/OR INTERPRETATION.
This position has a significant leadership role in advising on the development and continuous improvement and updating/upgrading of Office and Board administrative policies and practices and has responsibility for executing, overseeing and implementing policies and procedures. This position also is responsible for knowing well, implementing and ensuring supervisor and Office compliance with University and Office policies and procedures. See other sections for more detail.

PROGRAM DIRECTION AND DEVELOPMENT.
This position has significant logistics responsibilities for Board meeting, retreat and events, as well as Office and VP/GC S meetings and events planning, oversight, and implementation.

LEVEL OF PUBLIC CONTACT. STATEMENT OF INTERNAL AND EXTERNAL BUSINESS CONTACT, INCLUDING FREQUENCY AND SCOPE.
This position has a very high level of public contact both internally and externally to the University on a daily basis.

MONETARY RESPONSIBILITY. AMOUNT AND CONSEQUENCE OF ERROR.
This position has functional responsibility, with supervision by the EAVP/DGC, for overseeing Office financial controls and for reviewing and approving travel and expense reports and p-card charges.

STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA. (THE DISCLOSURE OF WHICH WOULD BE PREJUDICIAL TO THE SUCCESSFUL OPERATION OF THE UNIVERSITY OF FLORIDA.)
This position has access to a great deal of confidential and sensitive information on a daily basis, including but not limited to personnel and student records. A high level of confidentiality, discretion and trustworthiness are required of this position.

INFO TECHNOLOGY POSITIONS ONLY:

CREATIVITY, STRATEGY AND LEADERSHIP.
CREATIVITY:

STRATEGY:

LEADERSHIP:

BUDGETARY RESPONSIBILITY.

COMMUNICATION. INTERNAL AND EXTERNAL, INCLUDING FREQUENCY AND SCOPE, NOTING CONFIDENTIAL COMMUNICATION.

EMPLOYEE AND SUPERVISOR INFORMATION:

EMPLOYEE NAME:

IMMEDIATE SUPERVISOR’S NAME, TITLE, AND POSITION NUMBER:
Jamie Lewis Keith, Vice President, General Counsel and University Secretary  00017965

REVIEWING AUTHORITY NAME AND TITLE:
Jamie Lewis Keith, Vice President, General Counsel and University Secretary

Amy M. Hass, Executive Associate Vice President and Deputy General Counsel will have some functional supervision of this position. The Board, President and other key senior leadership (e.g., Provost and Executive Chief of Staff, as well as Board Committee Liaisons and Vice Presidents) must be well-served by this position. The President and Board Chair and Vice Chair will have a role in assessing the performance of this position. The VP/GCS will seek out their input.

CLASSIFICATION CHANGE ACTION COMPLETE ONLY IF REQUESTING A CLASSIFICATION CHANGE. INDICATE
SPECIFICALLY HOW THE DUTIES OF THIS POSITION HAVE CHANGED SINCE IT WAS INITIALLY OR LAST CLASSIFIED.