Eastern Washington University  
Division of Human Resources, Rights and Risks  
Job Description Template

Date Prepared: 9-17-07  
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Proposed Title: Administrative Assistant 4  
Department: Vice Provost: Graduate Education, Research, and Academic Planning/Evaluation  
Proposed % of time: 100%  
Proposed Term: 12 months

Position reports to:  
Vice Provost: Grad Education, Research and Academic Planning and Evaluation

Primary purpose of position:  
Serve as assistant to the Vice Provost for Graduate Education, Research and Academic Planning and Evaluation on all administrative matters within the vice provost’s unit.

List major responsibilities in order of importance and include a description of associated tasks identifying the essential function:

1. Manage the vice provost’s administrative office and provide executive level support for the vice provost. **Essential (60%)**
   a. Provide secretarial support for the vice provost. Answer phones, manage calls to the vice provost and direct calls to other units within the unit as appropriate to help insure timely and accurate responses to inquiries. Arrange appointments and manage the vice provost's calendar, manage and arrange meetings as requested. On occasion provide notes/summary/minutes for meetings that the vice provost attends, or that may require attendance by a representative from vice provost’s in the dean’s absence.
   b. Supervise professional and student support staff that are part of the unit and conduct evaluations, training and recommend disciplinary actions as appropriate for personnel who are being supervised.
   c. Serve as a resource for staff in within the vice provost’s unit. Provide support as needed through the student information system (Banner Student), calendar (Luminus) and other enterprise wide systems. Develop and maintain proficiency with these systems, including proficiency with new components of the enterprise system, such as Banner Finance, as needed to support the administrative effectiveness of the vice provost and the unit.
   d. Arrange travel for the vice provost as well as travel of others in the vice provost’s unit as requested. This may include visits to campus by program reviewers and other officials, arrangement of itineraries, and coordination of meetings.
   e. Advise vice provost as to space and equipment needs of the unit. Provide planning and budget support for renovation, remodeling, moving, etc., as may be needed by the unit.
   f. Maintain calendar and meeting schedule for vice provost and coordinate/facilitate various meeting as requested/needed. Arrange appointments and meetings with various external and internal constituents as requested.
   g. Serve as confidential support to vice provost, including matters involving students and personnel in the unit. This will include preparation of confidential memos and correspondence.
   h. Handle the day to day operations of the office of the vice provost.
2. Special projects, reports and other tasks as assigned by the vice provost or on the vice provost’s behalf.  

Essential (30%)

a. Maintain and organize various reports, data, procedures, and policy information on a wide range of unit responsibilities, including administration of graduate faculty, the academic integrity policy, program review, emergency management procedures, Graduate Affairs Council and Undergraduate Affairs Council policy.

b. Assist with organizing the vice provost's work with various external and statewide organizations, such as the Joint Access Oversight Group, the Higher Education Coordinating Board, Northwest Commission of Colleges and Universities, Western Association of Graduate Schools.

c. Compile and maintain budget information for individual units and personnel within the vice provost's area of responsibilities. Create and maintain spreadsheets to assist with budget planning. This may include budgeting support for significant university events such as the Student Creative Works and Research Symposium. Investigate and resolve discrepancies with budget expenditures (purchasing, payroll, vendors, etc.). Conduct typical budget responsibilities within the scope of signature authority on budgets for the unit.

d. Serve as a liaison for communicating up and down the organization, including with executive administration and their staff and with directors and their staff in the vice provost’s unit. This includes handling routine mail and correspondence for the vice provost.

e. Maintain historical records as appropriate for the unit in compliance with records retention schedule. Maintain calendar and meeting schedule for vice provost and coordinate/facilitate various meeting as requested/needed.

f. Participate in strategic planning and strategic plan implementation for the unit.

3. Provide administrative support for Graduate Studies office and Grants and Research office when necessary. Essential (5%)