

## Position Description - Unclassified

### Position Status:

Position Title		Position Number
Executive Assistant/Coordinator to Vice President for Finance & Administration		E99366
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 mos.	07/01/21 – 06/30/22	Exempt
Position Type		Regular/Short-Term
Full-Time		Regular
Work Location		Department/Division
Monmouth		Finance & Administration
Reports to		Reports to Position Number
Vice President of Finance		E99686
Incumbent		University ID #
TBD		

### Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.
The division of finance and administration provides fiscal leadership that ensures the responsible and strategic use of WOU's financial and physical assets in order to maintain a safe and comfortable environment for students, faculty, and staff.
B. Describe the purpose of this position and how it functions within this program.
The purpose of this position is to support the Vice President for Finance & Administration in their daily work and all other tasks in order to meet the division's goals.

### Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of time	
90%	<b>Serve as administrative assistant/coordinator to Vice President for Finance &amp; Administration</b> Provide administrative support to the Vice President for Finance & Administration, which includes website management, issuance of campus communication including regularly scheduled newsletters, calendar

management, scheduling meetings with internal & external constituents; manage procurement and travel

card for VPFA; monitor VPFA departmental budget; assist with projects in support of the Vice President as

well as the departments he/she oversees, which includes the areas noted below:

**A. University Budget & Advisory Committee (UBAC)**

Provide administrative support to the UBAC. Attend meetings as requested; take notes and distribute minutes; coordinate meetings; prepare materials and set up room; assist with website design and maintenance; send correspondence to the committee; provide other support as needed.

**B. Board of Trustees Finance & Administration Committee**

Meeting preparation which includes the following: schedule quarterly meetings, reserve room/AV, order

catering, prepare trustee folders, attend meetings, take notes and prepare minutes, provide support to the

Director of Budget and Planning to prepare docket materials.

**C. Tuition & Fee Advisory Committee (TFAC)**

Attend TFAC meetings, take notes and distribute minutes; prepare meeting materials; maintain the TFAC

webpage; promote meetings; recruit committee members; coordinate details for meetings and open forums; send out meeting notices, reminders and other correspondence to committee members.

**D. Website Maintenance**

Update documents and provide ongoing assistance for maintaining the department website.

**E. Meetings and Communication**

Plan, prepare for and attend weekly Finance & Administration staff meetings; handle communication with

VPFA's direct reports; collect leave reports and monthly status reports; coordinate division birthday and

employee appreciation efforts; maintain VP calendar and schedule all appointments; handle arrangements

for VP to attend conferences; coordinate semi-annual retreats and division strategic planning process;

coordinate grant work groups as needed; track the division's progress toward diversity, equity, and inclusion goals.

**F. Coordinate Professional Development for Finance & Administration Division**



10%	<p>Assist VPFA in implementing continued professional development opportunities for the division, developing and maintaining the Finance &amp; Administration Internship Program, and individual mentorships with the VPFA and direct reports.</p> <p>Other duties as assigned.</p>
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**B. Required Qualifications**

*List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.*

- Three years of experience in an office environment
- Demonstrated ability to deal with confidential matters using extreme discretion; excellent interpersonal and communication skills (both written and verbal)
- Effective time management and ability to meet deadlines in a timely manner
- Ability to work independently with efficiency
- Ability to manage multiple projects at one time
- Excellent computer skills with proficiency in Microsoft Suite.

**C. Preferred Qualifications**

*Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.*

- Higher education
- Banner
- Monitoring departmental budget

**D. Knowledge Areas**

*List the major areas of knowledge that are required to perform the duties of this position.*

WOU policies and procedures; working knowledge of Microsoft applications; Banner;



**Budget Authority:**

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.		
	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$0
x	Delegated authority to monitor budget	\$500,000
	Limited approval authority for purchase	\$0
x	Purchase only with higher level approval	\$5,000

**Supervisory Authority:**

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.		
	Hire	Assign Work
	Transfer	Recommend salary adjustments
	Discipline	Approve requests (i.e. leave)
	Dismiss	Respond to complaints/grievances
	Layoff	Conduct performance assessments
	Promote	Give Direction

**Positions Supervised:**

Type	# of Employees	Total FTE
Teaching faculty	0	0
Classified staff	0	0
Unclassified staff	0	0
Student Employees (average per term)	0	0
Other (specify)	0	0

**Decision Making Authority:**

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
This position would make policy or procedure changes with the approval of VPFA.

**Additional Information:**

List any additional information that would help describe the nature of the position.
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n/a

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA -HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		