



## **Executive Aide - Academic Affairs Regular Full-Time Position**

### **General Description**

The Executive Aide in the Office of the Vice President for Academic Affairs is under general supervision of the vice president and must be able to perform a variety of tasks. Office management duties may include supervision of receptionist, secretary, and student workers. In addition, the individual in this position is expected to serve as a resource person and in an advisory capacity to deans, directors, chairs, staff and faculty in the academic division.

### **Primary Duties and Responsibilities**

- Provide general information and answer questions relative to academic and university policies and procedures.
- Organize and coordinate processes related to retention, tenure and promotion of faculty; prepare tenure/promotion report for submission to the Tennessee Board of Regents.
- Verify correctness of all adjunct and overload pay forms for main campus, Ft. Campbell terms, off-campus sites, etc., and prepare for VPAA's approval.
- Receive curricular and other proposals, prepare agenda and materials, arrange meetings of the Academic Council; record and prepare official minutes of each meeting.
- Prepare letters, memoranda and reports, either composing or from drafts, notes, or dictation.
- Receive copies of APSU and TBR policies and guidelines and maintain up-to-date manuals.
- Collect materials and prepare agendas for Deans Council meetings; attend, record, and prepare notes from the meetings.
- Prepare for President's signature appointment letters and agreements of employment for full-time faculty.
- Serve as general office manager.
- Periodically check for completeness all full-time faculty files; maintaining active and inactive folders.
- Coordinate and arrange meetings.
- Performs other job related duties as assigned.

### **Essential Functions**

- Ability to efficiently use a personal computer and associated software, copier, calculator, and electric typewriter.
- Ability to organize multiple projects, tasks and assignments simultaneously.
- Ability to communicate effectively and think logically.
- Ability to determine daily priorities for assignments, projects, meetings, appointments.
- Ability to accept responsibility for actions and decisions.
- Ability to maintain professional demeanor in all types of situations.
- Ability to make mathematical computations accurately.
- Ability to prepare and maintain accurate records and reports.
- Must be competent in grammar usage and sentence construction
- Ability to attend meetings, take notes and transcribe.
- Ability to cooperate, work well, and get along with supervisor, co-workers, University community, and the public, and deal effectively with individuals in crises.
- Ability to maintain confidentiality.

### **Qualifications**

Bachelor's degree with three years experience in increasingly responsible office positions, preferably in an educational setting, or high school graduate with five years experience; and must be able to work with minimal supervision required. Certified Professional Secretary designation beneficial. Knowledge of the mission and goals of the University, and policies and procedures applicable to academic division beneficial.