

JOB DESCRIPTION:	Executive Administrator to Divisional Vice President		
DEPARTMENT:	Varies		
REPORT TO:	Divisional Vice President		
EEO CLASSIFICATION:	Admin Support Workers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#511000	DATE APPROVED:	26-APR-2021
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Assists in the smooth and effective operations and dissemination of information for the division of the University. Oversees and coordinates the day-to-day activities of the Divisional Vice President's office, and acts as liaison to all students, faculty, university staff, and the general public.

DUTIES:

1. Provides executive support to VP in a one on one working relationship.
2. Assist as the primary contact and liaison for internal and external constituencies on matters of the division. Serves as a liaison to the directors, project managers and support staff of the division.
3. Manages, prepares, and distributes a variety of materials, schedules meetings, and appointments for the division. Maintains calendars for several assigned personnel in the division. Assists with process development and implementation for internal office procedures.
4. Screens telephone calls, incoming mail, and visitors for the division. Initiates, composes, and types a variety of internal and external correspondence and memos to businesses, vendors, officials, local and state officials/agencies, and other University's departments within scope of delegated authority.
5. Reviews and monitors department budgets of all reporting areas to ensure compliance with established budgetary constraints. Maintains confidential files and records of division information. Collects, compiles, and prepares materials, statistics, and documents for annual strategic planning sessions.
6. Schedules, coordinates, and prepares all travel arrangements including transportation, lodging, and meals as needed for the division. Forwards travel requisitions and expense reimbursement requests to the Business Office.
7. Performs research of specific department information in support of special projects. Assists with planning and coordinating a variety of divisional events.
8. Prepares for signature a variety of memos, letter, and documents. Formats and compiles materials for special department projects.
9. Answers questions and provides information about the department's activities, functions, and programs to facilitate resolution of concerns, issues, and problems. Refers complex inquiries to supervisor for resolution.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED required with 4 years of experience in administrative, operational, or secretarial work in an executive setting with supervisory responsibilities. Associates degree preferred. Expertise in all Microsoft Office Suite including: Word, Excel, Access, Power Point, and Outlook. Completion of a post high school program in Office Management or closely related area may substitute for one year of the required experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of applicable accrediting, licensing, regulatory requirements, standards, and reporting. Knowledge of principles, practices, and techniques of management, including supervision, training, motivation, and delegation to support staff. Knowledge of basic functions and operations of the divisions and University departments. Skill in the operation of a variety of office equipment and software including but not limited to computer, fax, copier, and telecommunication equipment. Skill in communicating courteously and professionally and in establishing and maintaining effective working relationships with a variety of community members, students, parents, and staff. Skill in working in an environment subject to frequent interruptions, changing priorities, and use of judgment in the release of confidential information. Skill in researching, compiling, and preparing reports and related information. Must be knowledgeable of University policies and procedures, and state and federal laws and regulations that apply to University processes. Must be sensitive to cultural differences within the University and community.
3. **Working Conditions/Physical Demands Other requirements:** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**

a.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)