

Job Title	Executive Administrative Assistant
Employer/ Agency	University of Houston Graduate College of Social Work
Job Description	<p>Coordinates, directs and manages the office of a top university executive.</p> <ol style="list-style-type: none"> 1. Coordinates and manages the daily schedule of the university executive with internal and external parties, which includes staff, university administrators, alumni, students, Board of Regents, government officials and community leaders. 2. Maintains appointment/meeting schedule and calendar. 3. Makes travel arrangements, screens all in-coming telephone calls, and sorts and prioritizes mail. 4. Drafts routine responses to correspondence as needed. 5. Functionally supervises projects in the office of the executive. 6. Collects and prepares information for use in discussions and meetings with executive staff members and outside individuals. 7. May supervise secretarial and clerical staff in the office. 8. Performs other job-related duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Bachelors and 5 years experience • Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. <p>Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Requires a minimum of five (5) years of directly job-related experience.</p> <p>Experience may be substituted in lieu of education.</p>
Salary/Hours	\$3,442-\$4,388 per month
Application Method	https://uhs.taleo.net/careersection/ex1_uhs/jobsearch.ftl?lang=en&portal=8100120292
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.