

## Executive Assistant

### Position Summary

The Executive Assistant position is a vital role designed to provide best in class executive assistance to support the HR leadership at the University of Virginia. This Assistant-level position is responsible for performing advanced, diversified and confidential administrative duties requiring broad and comprehensive experience, competencies, and knowledge of organizational policies and practices. The Executive Assistant prepares meeting agendas, memos, and correspondence, coordinates a busy and shifting office calendar, attends meetings for purpose of recording, preparing, and distributing minutes and reports, and completes a variety of non-routine assignments. Executive Assistants serve as the primary liaison for executive and other senior management personnel. The incumbent will report to an assigned HR leader and will not have direct reports.

### Responsibilities and Duties

- Act as liaison with University leadership, assisting in relationship building with various constituents and leadership offices to include the Medical Center, Academic, and UPG
- Prepare agendas and identify meeting participants, and coordinate off-site facilities when necessary.
- Collect, prepare, and distribute appropriate briefing materials, and ensure information flow to and from the HR leader's office, via all types of venues
- Communicate with and respond to HR leader and internal clients in a timely manner, and review correspondence and draft response as appropriate
- Coordinate project management and logistics for large-scale initiatives
- Coordinate onboarding for incoming team members
- Organize, track, and order resources, equipment, and supplies
- Perform routine maintenance for systems / tech if applicable
- Run confidential reports, as needed for HR leader
- Provide basic level support and reporting to administrative users

### Functional Area Outcomes

Functional area outcomes will depend on this position's assigned function

### Knowledge, Skills and Abilities

- Provide administrative procedures and follow set policies and procedures, adhering to regulatory guidelines in daily work
- Independently research topics and manage files and records
- Provide high level of customer service
- Demonstrate thoughtful and appropriate oral and written communication in daily interactions
- Follow directions and work effectively as part of a team
- Handle sensitive information with discretion and confidentiality
- Evaluate and apply information, exercise keen attention to detail, and provide advice in a fast paced environment
- Manage time, be organized, and adapt to changing priorities
- Show computer proficiency and technical aptitude with leading applications (e.g., Microsoft Office)

- Learn and act upon the University's educational mission, strategic aims, and programs

## Required and Preferred Qualifications

**Required Experience:** 3 years of relevant experience

**Required Education:** Bachelor's degree

**Required Computer Applications:** MS Office