



JOB INFORMATION

Job Code:	111023
Job Title:	Executive Secretary
FLSA Status:	Non-Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Administrative/Clerical Support
Job Family Group:	Administration
Management Level:	7 Individual Contributor

JOB SUMMARY

Performs advanced secretarial duties for a dean or officer of the University (executive). Handles day-to-day administrative matters to conserve executive's time.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Executive secretarial experience

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Organizes the office of a dean or officer of the University (executive) and makes day-to-day administrative and operational decisions on his/her behalf. Provides direction and guidance to assigned staff and student workers. Schedules work, establishes priorities and ensures deadlines are met. Establishes and maintains office and recordkeeping systems and procedures.				
Prepares official academic and business correspondence ensuring acceptable pre-established formats are followed. Takes and transcribes dictation of a highly confidential nature.				
Reviews and prioritizes all incoming correspondence. Determines actions required and follows through to completion. Researches and drafts responses on behalf of executive, refers to executive's direct reports for action, or refers to executive for personal reply.				
Screens incoming calls and visitors, determining what contact or action is required for satisfactory disposition. Provides ongoing public relations on executive's behalf with visiting dignitaries, trustees, major donors, parents and other VIP's. Assists visitors with resolving problems, often coordinating resolution with other university offices.				
Maintains executive's calendar and accepts or declines commitments, both local and out-of-area, on his/her behalf. Reschedules existing appointments as deemed appropriate. Makes travel arrangements for executive as needed.				
Facilitates communications between executive and his/her direct reports. Assesses and prioritizes the urgency of situations and determines appropriate action.				
Interacts with university offices on behalf of an executive to facilitate communications and critical information exchange. Handles all assigned communication and correspondence including sensitive and confidential matters. Represents supervisor through telephone and personal contacts, as needed.				
Plans meetings and events hosted by executive. Coordinates arrangements with internal and/or external vendors to include travel, lodging, refreshments, guest speakers, and presentation materials and equipment. Attends events to ensure arrangements are handled according to plan and as a representative of the executive.				
Reviews newspapers, journals and other types of publications for information of special interest. Summarizes information and/or highlights pertinent materials to conserve executive's time.				
Monitors assigned office operating budget(s) and approves expenditures.				
Leads other employees and student workers, as assigned. Provides leadership and work guidance, schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance, as required.				
Maintains the confidentiality and currency of office records and files including personnel records for faculty and staff.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.