

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT TO THE VICE PRESIDENT

Reports To: Designated Supervisor

UW Job Code: 3799

UW Job Family: 12 – Executive Support

SOC Code: 43-6011

FLSA: Exempt

Pay Grade: 21

Date: 11-1-99 (revised 10-28-02; 7-1-04; 7-1-08; 9-25-14)

JOB PURPOSE:

Provide, under very limited supervision, senior project leadership; provide office management for the operational, financial, personnel and planning functions of the Vice President's office requiring the use of considerable independent judgment, originality, and application of management and human relations skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide senior project leadership, manage and coordinate assigned projects; independently provide office management and recommendations for the operational, financial, personnel and planning functions of the Vice President's office; serve as mediator and resource with other University departments, external individuals and groups. Provide consultation and advisement to leadership. May supervise support staff.
- Research or respond to complicated and/or sensitive or confidential inquiries and situations; analyze and integrate statistical or other assistive data; prepare detailed reports and documentation.
- Serve as point person for all outgoing communications. Review and edit documents, perform public relations activities and departmental branding. Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Greet visitors and determine whether they should be given access to specific individuals. Provide assistance to visiting dignitaries including, but not limited to members of the Board of Trustees, State Legislators, Federal, State, County and City officials.
- May arrange or conduct symposia, conferences and meetings including design and implementation of agenda, selecting speakers/facilitators, publicity and marketing, hotel or travel accommodations; conduct related follow-up assessments; may take and translate minutes.
- Oversee management of unit/program files and records; serve as primary resource person in interpreting policies and procedures.

- Initiate, manage and control designated planning or budgetary projects relative to the unit or program. Has approval authority to sign in-lieu of the A/VP up to an established amount. Make travel arrangements.
- Assist with establishing or revising policies, systems, methods and procedures; prepare related documentation including the design and implementation of computer programs, as appropriate.

SUPPLEMENTAL FUNCTIONS:

- Serve on University or external committees representing supervisor or program, as directed.

COMPETENCIES:

- Independence
- Quantity of Work
- Integrity
- Formal Presentation Skills
- Quality Orientation
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Computer programs and software in use in the department or area.
- Office management principles and practices.
- Finance, accounting, budgeting, and cost control procedures.
- Supplies, equipment, and/or services ordering and inventory control.
- University rules, procedures, budget management and planning.
- Accounting procedures involving procurement, travel, and/or employment.
- Human Resources concepts, practices, policies, and procedures.
- Computerized information systems used in financial and/or accounting applications.
- Structure, policies, and procedures of university faculty and/or staff governing bodies.
- Current and emerging trends in technologies, techniques, issues, and approaches.
- Development and implementation of symposia, conferences and meetings including speaker selection, marketing, and follow-up assessments.

Skills and Abilities to:

- Create, compose, and edit basic, routine and complex written materials.

- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Analyze and solve basic, routine, and advanced problems.
- Develop and maintain basic, routine and advanced recordkeeping systems and procedures.
- Maintain calendars and schedule appointments.
- Develop and document policies and procedures.
- Perform advanced research.
- Work as a team member and foster a cooperative work environment.
- Organize resources and establish priorities.
- Develop and work within project budget, goals and objectives.
- Coordinate symposia, conferences and meetings, select speakers, market events and conduct follow-up assessments.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.