

EXECUTIVE ASSISTANT TO THE CHANCELLOR

General Description: The Executive Assistant to the Chancellor is directly responsible to and assists the chancellor in two major areas – administrative and managerial

Education: Bachelor's degree is required; master's is preferred. Should be a Notary Public in the State of Texas.

Requirements: Minimum five years of experience working in a similar position. Proficiency in all Microsoft Office applications - (MS Outlook, Word, Excel, PowerPoint, Access, etc.)

Responsibilities:

Administrative Duties:

- In coordination with the chancellor and the components, organizes and prepares schedules, physical arrangements, written agendas, background materials, special reports, contracts, resolutions, correspondence, research and other materials for use prior to and during Board of Regents meetings;
- Records the proceedings and official actions of the board, including preparing of meeting minutes, reports, correspondence and other actions or directives of the board;
- Schedules travel arrangements, meeting rooms, dinners, social occasions and other events, functions and activities of the chancellor and board;
- Assists in any capacity requested by the chancellor, board members or component administrators;
- Serves as Notary Public for official system documents;
- Researches and prepares reports, resolutions and other documents;
- Assists the chancellor on a daily basis in carrying out his/her duties, including liaison with board members, universities, agencies and the general public.

Managerial Duties:

- Acts as general office manager by overseeing the preparation of official documents; researching procurement options and prices, including the purchase of equipment and supplies and conducting other system operations as assigned;
- Answers questions and keeps the office functional when the chancellor is otherwise occupied or unavailable; and
- Performs other duties as assigned by the chancellor or requested by a board member or system administrator

Salary: Salary is commensurate with experience. Benefits include statutory state employee benefits, including health insurance, retirement benefits, vacation and sick leave.

Please submit resume and/or state application via email, mail or fax to:

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