The Executive Administrative Assistant reports directly to the Vice President for the Division of Institutional Diversity and serves as a member of the leadership team. The Executive Administrative Assistant serves as the fiscal and administrative officer for the Division, and the delegate/proxy for the Vice President in all OSU administrative systems, including Banner, AIRS, and OK Corral. This position prepares and opens the Office of the Vice President daily for business from 8 a.m. to 5 p.m. The role serves as the primary contact point for executive-level, alumni, and donor communications in a high activity and broadly engaged office and Division. Extensive professional development and mentoring in executive administrative support will be available for the Executive Administrative Assistant position.

A list of job duties and responsibilities for the Executive Administrative Assistant include, but are not limited to, the following:

- Provides exceptional customer service and executive-level administrative support;
- Facilitates a professional and positive office and division environment;
- Handles confidential and sensitive information;
- Represents the Vice President as necessary on committees, at meetings, or other events;
- Manages all office and division budgeting and accounting functions, including fund transfers, the annual budget development system (BDS), EPAFs, and ENPs;
- Performs monthly reconciliations of all division financial accounts and schedules budget meetings;
- Responsible for allocating and database management for Institutional Diversity scholarships;
- Supervises the completion of administrative actions within the office and throughout the Division;
- Manages the collection, input, and approval of time and attendance records across the Division;
-Develops and updates special reports/databases and other administrative documents upon request;
- Manages administrative and budgetary needs for an academic peer-reviewed journal in the Division;
- Responsible for coordinating special events and activities, including the annual Diversity Hall of Fame;
-Assists in managing external relations with corporate, alumni, community, and campus partners;
-Supervises other administrative staff and student workers in the office and throughout the Division;
-Completion of job duties and responsibilities at a pace commensurate with an executive-level unit;
-Other duties as assigned.

The Executive Administrative Assistant position requires an extensive working knowledge of all OSU accounting and administrative systems, including external grants; experience with OSUF accounting procedures; exceptional organizational skills; excellent communication and writing skills; advanced abilities with computer software programs, especially Microsoft Word, Excel, and PowerPoint; highly motivated ability to work autonomously on budget and accounting, personnel, and other fiscal and administrative responsibilities on behalf of the office and division; high-level decision-making skills and intuition; and previous experience working with individuals from diverse backgrounds.

Preferred qualifications for the position include a bachelor’s degree in Business Administration, Accounting, Finance, Personnel Management, or related fields; seven years of progressive administrative support experience in an academic area and/or administrative office in higher education; Completion of professional certification program or a comparable OSU Leadership or Administrative Certificate Program; and a demonstrated commitment to diversity and inclusion.