Job Description

Job Title: Executive Administrative Spec.
Job ID: 19603
Location: USF St. Petersburg
Full/Part Time: Full-Time
Regular/Temporary: Regular

Position Details

Dept Number/Name: 0-2500-000 / College of Marine Science
College Division: Acad Affairs-College Marine Science
Salary Plan: Staff
Job Code/Title: 2205 / Executive Administrative Spec.
Hiring Salary/Salary Range: $48,000 - $52,000
Position Number: 00038011

ORGANIZATIONAL SUMMARY:
The University of South Florida's College of Marine Science is a multidisciplinary college with 26 ranked core faculty, a Center for Ocean Technology, a large research staff and over 100 graduate students in concentration areas including biological, chemical, geological, physical oceanography and marine resource assessment. Additional information is available at http://www.marine.usf.edu/ and http://www.usf.edu.

POSITION SUMMARY:
Serves as Executive Administrative Specialist to the dean of the College of Marine Science (CMS) by performing high-level office and administrative support duties requiring confidentiality, skill, experience and judgement. The incumbent must be able to make independent decisions, anticipate the needs of the dean, be highly skilled in interpersonal relations, have mature judgement, and exercise a great deal of discretion due to the confidential and sensitive nature of information handled daily. This position handles the dean's calendar and correspondence and makes assignments as necessary. The incumbent is responsible for coordinating travel, retreats, and various large meeting and events. This position also manages the college USF foundation accounts. The position works closely with the associate deans and development officer for the CMS and serves as liaison for the dean with other executive offices, colleges, and departments within the USF system as well as with outside organizations.

RESPONSIBILITIES:

- Coordinates the annual faculty reviews, Faculty Academic Information Reporting System (FAIR) for the college. Monitors deadlines with the university, and ensures that all reports meet deadlines set by the provost office. Serves as designated contact for these reports and provides training to college faculty and staff to facilitate completion of these reports. College liaison for the error reports for FAIR. This involves reconciliation of payroll records for each person who completes the FAIR.
- Provides executive level support to the dean. Maintains the dean's administrative calendar. Responds to all requests for appointments and confirms daily appointments. Schedules meetings and arranges for meetings with university officials, legislators, faculty, staff, students, public and private individuals, corporations and foundations. Provides meeting agendas and necessary supporting documents. Initiates communication, oral and written, utilizing e-mail, where possible. Acts as liaison with other colleges, and primary collaborators in federal and state agencies by serving as a central resource person for information, referral and assistance. Assist in formulation of annual and long-term college projects, goals and objectives. Interprets established university policies and procedures. Maintains calendar and usage of dean's office conference room and other administrative tasks as required.
• Oversees college's USF foundation accounts and the USF research foundation overhead rebate account. Creates, maintain ledgers and generates reports. Provides administrative and fiscal support for the college’s development office. Provides fiscal services for numerous USF foundation accounts and stewardship reports related to foundation development activities. Works with development officer with coordinated events, travel arrangements and reimbursements.

•Administers the budget for the Oceanography Camp for Girls (OCG), a three week camp held at the CMS for girls entering the ninth grade, from the USF foundation. Works closely with OCG director regarding counselor's salary, transfers payroll from the foundation to OCG convenience account, pay invoices, and when the camp is over submits a budget accounting of all expenditures to the OCG director.

• Provides organizational leadership in developing, implementing, and overseeing various college events and functions. This position utilizes independent judgement in making administrative and procedural decisions, plans, schedules, and monitors logistical activities for special events and meetings including arrangements for registration, meeting facilities, catering, lodging, audiovisual equipment and operators, transportation and tours.

• Maintains all administrative records and files in the dean's office. Assembles and compiles various correspondence, manuscripts and reports. Examines all incoming correspondence to determine priority items while ensuring confidentiality; compiles information as necessary to develop responses. Prepares draft responses as deemed appropriate and independently responds to routine and non-routine letters, memorandums, inquiries or requests for assistance that do not require action by the dean. Receives telephone calls and responds independently as appropriate. Answers inquiries from students, staff, faculty, visitors, or the general public responding by taking messages and/or assisting caller when possible -- referring to the dean, or associate deans those matters in which there is a particular interest or that require their attention or intervention.

• Perform other administrative duties as required to support the mission and function of the College of Marine Science.

POSITION QUALIFICATIONS:

MINIMUM:

This position requires a high school diploma or equivalent, with at least six years of experience in an office or administrative support position. Post-secondary education may be substituted on a year for year basis for up to a maximum of 2 years of experience.

PREFERRED:

At least three years of experience in an executive assistant position providing high level executive support. Experience with purchasing and budgeting. Working knowledge of USF policies and procedures. Previous experience organizing and managing events and large meetings. Highly skilled in the use of MS Office (Outlook, Word, Excel, and PowerPoint) and InDesign.

USF Tampa

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 19603

Posting Date: 01/11/2019

Posting End Date: 01/27/2019

How to Claim Veteran’s Preference:

This position allows eligible veterans and their spouses to claim Veterans’ Preference pursuant to Florida Statute 295.

Applicants claiming preference are responsible for providing required documentation AT THE TIME OF SUBMITTING APPLICATION; such documentation is required for eligibility determination.

Supporting documentation, in addition to the DD214, may be required based on eligibility criteria. If you are submitting a DD 214, please ensure the social security number and date of birth is redacted/removed.

For information on obtaining a DD 214 visit http://www.archives.gov/veterans/military-service-records/ or call 1-866-272-6272.

How to Apply
Click on the **Apply Now** button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position.

Click [here](#) for additional tutorial information.

**Equal Employment Opportunity**

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

**Work Location**

Campus map and location overview: [USF - Tampa Campus](#)

**About USF**

The University of South Florida System is a high-impact, global research system dedicated to student success. The USF System includes three institutions: USF; USF St. Petersburg; and USF Sarasota-Manatee. The institutions are separately accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. All institutions have distinct missions and their own detailed strategic plans. Serving over 48,000 students, the USF System has an annual budget of $1.6 billion and an annual economic impact of $4.4 billion. USF is a member of the American Athletic Conference.

**Working at USF**

With more than 16,000 employees in the USF System, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

To learn more about working at USF please visit: [Work Here. Learn Here. Grow Here.](#)

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