



# “REAL WORLD” OPPORTUNITIES

## UNIVERSITY OF ROCHESTER

*Respect and Diversity are embraced at the University*  
*The University of Rochester is an Equal Opportunity Employer*

**Job Title: Executive Administrative Asst Ref# 151734**

**Start Date: IMMEDIATE**

**GENERAL PURPOSE:**

**ROLE:** Serves as principal assistant to the Vice Provost of Entrepreneurship and Rudolf and Hilda Kingslake Professor of Optical Engineering providing office supervision and coordinating support service; manages the general office and related administrative services of the two positions; manages specialized support functions in a University service department, a college or large project; performs related duties.

**BRIEF DESCRIPTION OF DUTIES:**

- With general guidance as to priorities, manages the time and calendar of the Vice Provost, choosing or recommending among competing demands on time, referring matters to be handled by others, resolving scheduling conflicts and controlling access to the Vice Provost. Represents the executive in contacts with University officers, faculty and students relaying (and frequently anticipating) the executive's instructions, preferences and concerns, and obtaining reports or recommendations. Assures that University officials and others concerned are informed of decisions. Anticipates the needs of the Vice Provost and obtains background material for decisions and conferences. Compiles, edits, checks for accuracy material for reports, correspondence, publications and speeches. Prepares and signs routine correspondence and correspondence on substantive matters. Responsible for the security of confidential information and files; gathers pertinent information for the preparation of grants, research reports, teaching materials, and administrative reports. Act as a resource to internal and external inquiries. Prepare materials for presentations and meetings. Makes all travel arrangements.

**REQUIRED QUALIFICATIONS:**

Requires college graduation or an equivalent combination of experience and training; at least 1 year (prefer 3-5 years) executive administrative assistant for a high profile executive; technical; advanced computer skills/experience.



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to [judie.myers-gell@rochester.edu](mailto:judie.myers-gell@rochester.edu). To search for openings at the University of Rochester, visit online at [www.rochester.edu/jobopp](http://www.rochester.edu/jobopp) or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at [www.rochester.edu/working/benefits](http://www.rochester.edu/working/benefits).