

UW HEALTH JOB DESCRIPTION

EXECUTIVE ASSISTANT

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|-----------------------------------|-------------------------|-----------------------------|---------------------|
| Job Code: 300065 | FLSA Status: Non-Exempt | Mgt. Approval: I. Okechukwu | Date: November 2020 |
| Department: System Administration | | HR Approval: J. Theisen | Date: November 2020 |

JOB SUMMARY

This position provides executive assistance support to Vice Presidents or Senior Vice Presidents at UW Health. The Executive Assistant is responsible for organization, coordination and management of the Offices of the Vice Presidents and/or Senior Vice Presidents and for ensuring the appropriate follow-up and decision-making occurs on issues brought to the incumbent's attention. The incumbent is expected to identify and resolve problems requiring independent decision-making, discretion and judgment. A wide variety of internal and external contact relationships are involved in performance of the duties of this position and the incumbent interacts with employees at all levels as well as Board members. Organizational and customer service skills are crucial to successful performance. The incumbent is expected to use critical thinking skills to prioritize tasks for effective completion in an environment that is fast paced. Additionally, the incumbent must be able to demonstrate initiative and complete tasks expeditiously and with a high degree of accuracy, and project a positive image of the organization.

Substantial portions of the normal duties required of the incumbent are confidential. The Executive Assistant receives and prepares sensitive information related to strategic planning, employee issues, executive recruitment, salaries, settlements, litigation, and other issues regarding the employee/employer relationship that are confidential and highly sensitive in nature.

The incumbent is expected to participate in the executive team and provide guidance and direction to related department support staff. The incumbent is required to act independently and utilize exceptional judgment in performing the responsibilities of the position.

MAJOR RESPONSIBILITIES

1. Acts as a liaison between the executives and the reporting managers and is called upon to handle significant issues on behalf of the Vice President/Senior Vice President.
2. Compiles edits and prepares documents, correspondence, and presentations. Independently creates and edits draft material, processes final documents, and arranges for distribution.
3. Assists with preparation of Board, management and external meeting presentations and materials.
4. Prepares sensitive information that is highly confidential in nature.
5. Directs, completes and/or manages special projects as identified by the Vice President/Senior Vice President and other members of the executive team requiring independent decision-making, discretion and judgment.
6. Provides project management support as assigned.
7. Organizes plans and arranges a variety of committee meetings, group sessions and organizational functions. Coordinates meetings with staff, vendors, outside agencies, and area hospital representatives. Coordinates meeting rooms and agendas, and prepares written materials for these functions.
8. Coordinates travel and hotel arrangements for executives, other staff members as directed and visitors. Confirms reservations; prepares and submits all approval forms and expense reports and follows through on reimbursement.
9. Assists with executive recruitment by making travel arrangements, arranging interviews, drafting and sending letters and ensuring proper follow up and communication with candidates.
10. Uses judgment in assessing the urgency of problems and questions brought to the executive's office from patients, visitors, staff, employees, news media and outside agencies. Determines which questions need to be referred to the executive or other members of the management team.
11. Performs analysis of various aspects of operations, monitors trends and reports variances as appropriate.
12. Maintains the schedule of the executive's including coordinating arrangements for meetings and time allocation between meetings to allow time for travel between sites, and scheduled time to complete independent work. Manages and prioritizes daily schedules.
13. Reviews and reconciles department corporate credit cards ensuring compliance with policies and procedures.
14. Trains and guides new and existing support staff including handling of sensitive and confidential matters.
15. In coordination with the Executive, maintains managers' timecards and vacation/leave schedules.
16. Performs other duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

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| JOB REQUIREMENTS | | |
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| Education | Minimum | High School graduate or equivalent |
| | Preferred | Bachelor's Degree in Business Administration or related field |
| Work Experience | Minimum | Three years of experience providing administrative support to management level staff or five years of administrative work experience |
| | Preferred | Five years of relevant office management and senior executive level support experience within a large, complex organization |
| Licenses & Certifications | Minimum | |
| | Preferred | Professional Administrative Certification of Excellence (PACE), Certified Administrative Professional (CAP), or Microsoft Office Specialist (MOS) |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> Ability to be self-directed in accomplishing the coordination and decision-making responsibilities of this position with the ability to resolve issues independently. Excellent organizational, prioritization, time and project management abilities, and a strong work ethic. Proficient in advanced word processing and data management software programs. Experience with Microsoft Office Suite Professional. Ability to communicate effectively and professionally, both verbally and in writing, to both internal and external customers. Ability to establish and maintain effective working relationships with all constituents. Ability to maintain confidentiality of any and all information encountered. Ability to effectively address issues and opportunities creatively and strategically. Ability to work in a fast-paced environment and ability to handle many tasks simultaneously. Effective analytical ability in order to analyze, evaluate and solve problems. Ability to ensure a high level of customer satisfaction. Ability to create a trusting, positive and supportive work environment. Knowledge of the principles, policies and procedures of executive office management preferred. |

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

| | Physical Demand Level | Occasional Up to 33% of the time | Frequent 34%-66% of the time | Constant 67%-100% of the time |
|----------|--|-------------------------------------|---|---|
| X | Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | Up to 10# | Negligible | Negligible |
| | Light: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | Up to 20# | Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | Negligible or constant push/pull of items of negligible weight |
| | Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds. | 20-50# | 10-25# | Negligible-10# |

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|--|--|------------------|-----------------|-----------------|
| | Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds. | 50-100# | 25-50# | 10-20# |
| | Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds. | Over 100# | Over 50# | Over 20# |
| List any other physical requirements or bona fide occupational qualifications: | | | | |

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.