

## UW HEALTH JOB DESCRIPTION

### WCHQ Executive Assistant

<b>Job Code: 300021</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: G. Rude</b>	<b>Date: February 2024</b>
<b>Department: Administration</b>		<b>HR Approval: M. Grayson</b>	<b>Date: February 2024</b>

### JOB SUMMARY

Under the direction of the Chief Executive Officer (CEO) of the Wisconsin Collaborative for Healthcare Quality (WCHQ), this position is responsible for the coordination of activities and information flowing to and from the CEO's office. Specifically, the Executive Assistant to the CEO will be responsible for managing multiple tasks and projects with competing priorities and deadlines, screening and prioritizing communication from external and internal sources, organizing and maintaining the administrative operations for the organization, and supporting the WCHQ leadership team.

### MAJOR RESPONSIBILITIES

- Uses judgment in assessing the urgency and relevance of problems and matters brought to the CEO. Provides recommendations on topics important to WCHQ.
- Compiles, edits and prepares documents, correspondence, and presentations. Independently creates and edits draft material, processes final documents, and arranges for distribution.
- Manage the CEO's schedule to include coordinating arrangements for the CEO and guests, manage preparation materials for meetings, equipment, travel and expenses as necessary. Manages daily schedules aligning with current priorities and deadlines.
- Ensures smooth operation of the CEO office through the efficient coordination of procedures and workflows.
- Develop and maintain a system that alerts CEO of upcoming deadlines, incoming requests and events.
- Staff the WCHQ Board of Directors, various Board subcommittees and other meetings as needed.
- Utilize advanced technical skills and independently enhances the appearance and effectiveness of documents, presentations, and member communications.
- Manage the basic administrative functions of the organization including ordering of supplies, serving as the primary contact for general inquiries, accounting support, managing equipment and picking up mail.
- Provides project management and administrative support to members of the leadership team and staff.
- Serves as office manager, ordering supplies, receiving deliveries and coordinating with vendors to ensure efficient and welcoming office environment.
- Provides support for financial and human resources operations.
- Independently manages large and small scale events with in-person and virtual participants.
- Occasional travel to various meetings in support of WCHQ staff and leadership team.

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

### JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Business Administration or related field. 5 years of relevant administrative support work experience may be considered in lieu of degree in addition to experience below.
	Preferred	
Work Experience	Minimum	5 years of experience providing executive level support
	Preferred	Experience supporting executives within the health care industry
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality of any and all information encountered.</li> <li>• Proficient in advanced word processing and data management software programs. Experience with Microsoft Office Suite Professional.</li> <li>• Professional demeanor and ability to defuse sensitive situations in a calm manner</li> <li>• Ability to be self-directed in accomplishing the coordination and decision making responsibilities of this position with the ability to resolve issues independently.</li> <li>• Ability to communicate effectively and professionally, both verbally and in writing, to both internal and external customers.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to establish and maintain effective working relationships with all constituents.</li> <li>• Ability to work in a fast-paced environment and ability to handle many tasks simultaneously.</li> <li>• Ability to effectively address issues and opportunities creatively and strategically.</li> <li>• Ability to represent the CEO in a professional and responsible manner internally and in public</li> <li>• Demonstrated calendar management skills, including the coordination of complex executive meetings</li> <li>• Excellent organizational, prioritization, time and project management abilities, and a strong work ethic.</li> <li>• Effective analytical ability in order to analyze, evaluate and solve problems.</li> <li>• Knowledge of the principles, policies and procedures of executive office management.</li> </ul>
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### 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
<b>X</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
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.