

University of Illinois Community Credit Union

Structured Compensation - Job Description

Exec Asst

Data Year: 2017

Prepared On: 04/19/2017

Department:	Executive	Grade:	7
Reports To:	EVP	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:		Effective Date:	01/01/2010
		Revised Date:	04/19/2017

Role:

The Executive Assistant will control and manage administrative and other assigned functions for the leadership team. The person in this role must be highly organized and efficient and must display the highest degree of professionalism and tact.

As a member of the support team of our organization the Executive Assistant will:

- Be focused on accuracy in all areas of the role
- Ensure clear and focused communication both internally and externally
- Identify ways to improve processes and increase efficiency
- Offer help and suggestions that will build internal and external loyalty

Essential Functions & Responsibilities:

- E 0% Maintains the Executive Leadership team's daily appointment calendar. Schedules appointments and meetings for entire leadership.
- E 0% Prepares or assists the leadership team in preparation of assigned reports and participates administratively in major initiatives and assigned special projects.
- E 0% Assist senior management with major initiatives and projects.
- E 0% Screens incoming mail, publications, and other correspondence.
- E 0% Provides confidential administrative support to the leadership team. Composes letters and memoranda and edits written communications. Coordinates meetings and makes travel and lodging arrangements.
- N 0% Serves as a steward of highly confidential information and acts as a trustworthy liaison between leadership and internal/external members.
- N 0% Reconcile the corporate VISA credit cards and process expense reimbursements for the leadership team.
- N 0% Assist COO with creation and management of the management and administrative budget.
- N 0% Maintain the Administrative Standard Operating Procedures.
- N 0% Oversee the management and distribution of the UICCU's tickets for University of Illinois events.
- N 0% Maintain stock of administrative office supplies.
- E 0% Collects and prepares information for the CEO and EVP's use in discussions and meetings with members, other credit union managers and employees

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Performance Measurements:

1. Consistently meet all service standards when delivering both internal and external service as measured by service observation and BACON results.
2. Consistently identify the needs of internal and external members and recommend solutions in order to build member loyalty and meet organizational goals.
3. Serves as a steward of highly confidential information and acts as a trustworthy liaison between the leadership team and internal/external members.
4. Maintain knowledge of credit union operations, policies and procedures as well as regulations.
5. Maintain a thorough knowledge of credit union's products and service as well as compliance items (HR, BSA/AML and OFAC) as it relates to your position. Achieve passing score on all assessments.

Knowledge and Skills:

Experience	Six months to two years of similar or related experience.
Education	(1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or is usually of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.
Other Skills	
Physical Requirements	
Work Environment	

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

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Printed Employee Name

Date

Employee Signature