

Executive Assistant to the Dean

The University Libraries seeks a highly qualified candidate to support the dean of libraries. The executive assistant to the dean operates with significant self-direction and discretion to provide professional administrative and planning support for the dean. This position researches, collects, and analyzes data, relevant reports and other information to prepare written briefs, case statements, and reports which facilitate engagement with organizational and institutional stakeholders. Assists with developing presentations, responding to inquiries, planning, coordinating, and overseeing special activities and initiatives originating in the office of the dean. The executive assistant liaises with Institutional Advancement and Development offices to facilitate effective donor engagement and stewardship. The executive assistant facilitates engagement and event planning with UL Boards and other advisory organizations and oversees coordination of administrative records management and policy documentation procedures. This position also provides liaison support and coordination between library administration and OU Marketing & Communication Account Executive. The executive assistant will act as a liaison to other University Libraries and institutional leaders as needed to facilitate dean initiated and/or dean involved institutional projects and initiatives.

The executive assistant is responsible for coordinating the dean's schedule and providing support in all facets of travel, including making travel and lodging arrangements, registering for conferences, and preparing travel claims. The executive assistant works as a team member with administrative office personnel, completes assignments that include drafting correspondence, filing, processing of incoming and outgoing mail, maintaining confidential records and information, and acts as liaison to other university administrative offices.

Compensation: Commensurate with education and experience.

Job Responsibilities:

- Conducts research into assigned and relevant topics and areas of UL work to develop timely and accurate briefs and reports for the Dean to support planning, decision-making, and collaborative initiatives.
- Ensures coordination of engagement and institutional relations with the OU Foundation and Institutional Advancement to support the Dean's and UL's stewardship and donors and advisory Boards.
- Provides coordination, communication and monitoring of special initiatives and projects originating in the Office of the Dean and assures appropriate project management, support and implementation.
- Participates as a member of the senior leadership team and organizational planning activities.
- Provides professional administrative support to Dean of Libraries.
- Oversees and manages the Dean's calendar, schedules meetings, events, and travel.
- Coordinates conferences, meetings, and seminars, including making travel and lodging arrangements for visitors.
- Assists with drafting correspondence, filing, processing incoming mail, maintaining appointment calendars, and answering phones, including determining the nature of the caller's business, providing assistance, or referring them to the appropriate office.
- Arranges luncheons, dinners, and meetings with library donors and Bizzell Library Society Board and general membership.

- Provides support to development and donor activities including dinners, meetings, compilation of data, reports.
- Provides liaison support and coordination between library administration and OU Marketing & Communication Account Executive.
- Coordinates agendas and attendance for senior level meetings and retreats.
- Provides support in all facets of the Dean's travel, including
 - Coordinating and scheduling all travel arrangements for trips taken by the Dean, including but not limited to airport pickups, airline tickets, and hotels.
 - Registering the Dean for conferences she will attend and tracking conference agendas and arrangements, adding to her electronic calendar as appropriate.
 - Preparing travel requests and expense reports.
- Maintains confidential records and sensitive personnel information which may include hiring information, performance evaluations, promotion, and tenure data.
- Plans, coordinates, and oversees special activities or projects.
- Maintains database of contact information including university college and departmental administration contacts.
- Creates and maintains relationships among network of executive assistants in university dean's and executive leader's offices.
- Participates in policy and process development and administration for dean's office functions.
- Other related duties as assigned.

Qualifications:

Required Education and Experience: Bachelor's degree, **AND:**

- 60 months of experience managing an office or program for a Dean, Director or other leadership role.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 108 months of related experience.

Knowledge, Skills, and Abilities:

- Effective oral and written communication skills
- Critical thinking skills, including an aptitude to research, collect, and analyze data and prepare reports or responses to inquiries
- Experience providing administrative support at an executive-level
- Experience and skill with current technology including Microsoft Office (SharePoint, Word, Outlook, Excel, and PowerPoint)
- Ability to work independently and collaboratively
- Ability to maintain confidentiality of communications and information
- Excellent organizational and time-management skills
- Ability and desire to perform a number of different types of tasks through a given day, ranging from the handling of urgent requests to long-term planning and office administration

Preferred Qualifications:

- Bachelor's degree (any subject area)
- Advanced writing and editing skills
- Supervisory or team-lead experience
- Experience working with OU systems and procedures

Applications

All applications must include a cover letter, resume and list of three professional references. Hiring will be contingent upon submission of academic transcripts. Interested individuals may review the full position description at libraries.ou.edu/jobs. To apply for this position, go to <https://jobs.ou.edu> and search for [job number 252563](#).

About University Libraries

University Libraries seeks to create an atmosphere in which diverse thought and experiences are valued and that promises opportunities to succeed and thrive. Named an “Education Futurist” and recipient of a Campus Technology Innovators Award, the University of Oklahoma Libraries’ award-winning facilities and resources create opportunities for faculty and students to excel. We invest in our organization by recruiting individuals committed to superior user experience and by actively strengthening and expanding our skills and capabilities.

The University of Oklahoma Libraries’ team consists of 16 library faculty, 51 professional staff, and 35 classified staff, as well as graduate and undergraduate assistants. Facilities include the Bizzell Memorial Library located in the heart of campus, Monnet Hall, hosting the Western History Collections, and three branch libraries: Architecture Library, Youngblood Energy Library, and Fine Arts Library. Affiliated OU libraries, not within the administrative oversight of University Libraries, include: the Donald E. Pray Law Library on the Norman campus, Robert M. Bird Health Sciences Library on the Oklahoma City campus, and the Schusterman Library on the Tulsa campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.4 million volumes (including 1.8 million eBooks), 3.6 million microform materials, over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes; the Western History Collections, with over 12,000 linear feet of manuscripts, 2 million photographs, 80,000 volumes, 2,700 sound recordings, 5,000 cartographic resources, and 580 works of art; the Harry W. Bass Business History Collections, with over 23,000 volumes; the John and Mary Nichols Rare Books and Special Collections, with over 12,000 volumes; and the Chinese Literature Translation Archive, which houses nearly 10,000 volumes and thousands of documents relating to translators of modern Chinese literature in the West.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Open Textbook Network, Library Publishing Coalition.

About the University

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a \$2 billion budget and an endowment of \$1.52 billion. In 2014, OU became the first public institution ever to rank #1 nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in “best places to live” rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See [visitnorman.com](#) for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see [visitokc.com](#)

Why You Belong at the University of Oklahoma: The University of Oklahoma values our community's unique talents, perspectives, and experiences. At OU, we aspire to harness our innovation, creativity, and collaboration for the advancement of people everywhere. You Belong Here!

Equal Employment Opportunity Statement: The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, genetic information, gender identity/expression (consistent with applicable law), age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.