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| Job Title: Executive Assistant | **FLSA Classification:**   * Exempt * Nonexempt |
| **Reports to:** Chief of Staff | **Location:** |
| **Department:** Office of the President | **Division:** Office of the President |
| **Employment Category:**   * Full-Time * Part-Time | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

The Executive Assistant will provide a wide range of high-level administrative and executive support to the Office of the President. The Executive Assistant is a professional staff member that will provide a combination of project management, communication, research and analysis, as well as other administrative support. This individual is flexible and can accommodate shifting priorities while working with minimal supervision, exercising independent judgment, and maintaining confidentiality. Responsibilities include, but are not limited to: effectively managing all administrative support aspects of the Office of the President; providing direct administrative support and calendar management to the President; event management for engagements sponsored by the Office of the President; and effectively and diplomatically managing communications and issues of a highly sensitive and confidential nature. The incumbent will be required to interact on a daily basis with the President, senior leadership within the university as well as the President's external contacts. May receive and screen communications to the President and Chief of Staff, including telephone calls and e-mail messages, and aid or response using independent judgment to determine those requiring priority attentions and/or directing inquiries completely and appropriately.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

A. Calendar Management

* Effectively manage calendar for the President (and others as necessary), including scheduling and screening appointments, meetings, and events.
* Develop and/or manage various filing systems to prepare the President for all events.
* Prepare, compile and manage background materials and information for internal and external appointments and meetings; ensure materials are timely, current and available in advance of meetings.
* Make travel and accommodation arrangements as needed.

B. Administrative Support

* Manage incoming communications to the Office of the President, routing and responding as appropriate.
* Maintain appropriate filing systems to ensure organization of all files in the Office of the President.
* Conduct research, assemble and analyze information to draft correspondence, reports, and presentations.
* Provide support for and/or manage drafting and proofreading correspondence, reports and other materials.
* Assist in duties related to the Board of Trustees, including taking meeting minutes; arranging conference space, meals, and materials, and corresponding with Board members.
* Prepare routine financial transactions and reports according to University policies and procedures.
* Handle confidential and sensitive information.
* Provide other administrative support as necessary.

C. Office Management

* Manage front-desk operations to ensure: 1) welcoming and professional reception for visitors to the President's Suite; 2) effective management of simultaneous visitors, calls and office requests with excellent customer service.
* Manage office operations including supplies management, equipment management and repair, mail processing and tracking, records management and archiving.
* Manage the scheduling of the President's Conference Room and Bain Board Room.
* Oversee and coordinate all activities related to facilities management for the Office of the President.
* Manage vehicle maintenance for the President.
* Manage student assistants as needed.

D. Meeting and Event Management

* Plan and coordinate events and meetings hosted by the President and COS, to include scheduling venues, tech support, food and beverage service, and managing other logistics.
* Assist in supporting Board of Trustees meetings, President’s Fall and Spring Meetings, and other events and meetings as assigned.

**QUALIFICATIONS**

The successful candidate will have a minimum of a Bachelor’s degree or equivalent combination of education and experience plus at least three years of progressively responsible administrative secretarial/office management required. Additional qualifications include:

* Must be well organized, detail oriented, and able to set priorities; must be able to deal with sensitive matters in a tactful and highly confidential manner.
* Very strong interpersonal skills required to work with a broad range of internal and external constituencies. Knowledge of protocol required.
* Excellent written and verbal skills required.
* Must be able to work independently with minimum supervision.
* Able to comply with workplace guidelines and attendance requirements
* Ability to comply with workforce guidelines and attendance requirements (required)
* Successful completion of an employment and/or criminal history background check (required)

**WORKING CONDITIONS**

**SCHEDULE**: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities.

**PHYSICAL REQUIREMENTS**

Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 15 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED**: Direct supervision is from Chief of Staff.

**SUPERVISION EXERCISED**: General supervision over student workers.

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility.
* Ability to coordinate and/or manage activities, exchange information and resolve problems.
* Ability to operate with minimal supervision, conferring with supervisor as necessary.
* Able to effectively communicate general information to University constituency, however, some situations may require the ability to relay complex or adverse information with tact and diplomacy.
* Proficient in the use of Microsoft Office and Google Suite software and is self-motivated to stay current with emerging office technologies.
* Able to effectively process forms; verify data for accuracy, completeness and compliance within established procedures.
* Ability to type, compose and edit correspondence, memos, letters, agendas and reports; revise schedules, and forms.
* Initiate and answer telephone calls; screen and direct calls; greet visitors and direct to appropriate personnel; route and distribute incoming mail and other materials; prepare outgoing mail and packages.
* Carry out all responsibilities and objectives in a professional manner.
* Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |