

**Alverno College
Non-Exempt Position Description**

Position Title:	Executive Assistant – Office of the President	Date:	February 2022
Department:	Office of the President	Status:	Full-time/12-month
Reports To:	Vice President & Chief of Staff		

<u>Primary Function:</u>	Facilitate the smooth and efficient operation of the President’s Office by providing administrative support to the office while maintaining appropriate confidentiality regarding all operations of the office. Staff recorder for the Board of Trustees. Responsible for scheduling meetings for the President, Board of Trustees, Board Committees and Task Forces as assigned. Under the direction of the Chief of Staff, prepares materials and correspondence for the Office of the President and the Board of Trustees. Cultivates and maintains good communication and working relationships with staff, faculty, students and constituencies of the College.
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Primary Duties and Responsibilities

President’s Office

1. Arrangements
 - a. Manage all aspects of the President’s complex daily calendar and appointments, based on the President’s goals and priorities, and independently take initiative to acquire all required information and background material necessary for each meeting, including allowing the President sufficient preparation time for meetings and events
 - b. Schedule necessary meetings; reserve rooms and order food and refreshments as needed.
 - c. Coordinate President’s travel arrangements:
 - i. Manage all logistics for off-campus and out-of-state travel; make reservations for all flights, rental cars, trains, hotels and meeting venues
 - ii. Develop detailed itineraries for all off-campus Presidential travel and offsite meetings and events.
 - d. Coordinate arrangements for speaking engagements
 - e. Assist in the coordination of Commencement, Institute and other special events; participate and give support as needed.
 - f. Facilitate arrangements for the President's guests, including external group affiliations when meeting on the Alverno campus
 - g. Work closely with the Chief of Staff and Advancement staff to schedule the President’s fundraising schedule, travel and donor correspondence. Ensure that all details of donor meetings are current and complete and that the President has all necessary meeting materials and relevant donor profiles in advance.
2. Special Projects and Events
 - a. Assist in the coordination of special projects such as accreditation submissions, strategic projects, and serve as staff lead to the College Council
 - b. Assist in the coordination of special events including commencement, Institute, and other special events.

3. Communication
 - a. Serve as point of office contact for the President's Office, maintaining a presence and attitude of service, hospitality and professionalism.
 - b. Answer, screen and direct incoming telephone calls and email messages
 - c. With the assistance of the Chief of Staff, provide appropriate information and follow-through, or direct individuals to the person or department that can assist them
 - d. Draft, prepare, proofread and edit all correspondence and materials (or arrange to have prepared, if necessary) related to the function of the office; initiate and answer routine correspondence in consultation with the President and Chief of Staff
4. Recordkeeping
 - a. Establish and maintain filing and database systems to meet the needs of the office, including mailing lists
 - b. Maintain a procedures book for the office; update on a regular basis
 - c. Maintain and update handbooks for the various external committees or boards on which the President serves
5. Office Administration
 - a. Work with the Chief of Staff to initiate change where necessary and to design and implement office procedures that are conducive to a well-run, well-maintained office
 - b. Participate in regularly-scheduled meetings with the President and Chief of Staff to discuss current activities, office procedures and upcoming events
 - c. Cultivate and maintain good working relationships with other departments. Share information when working on mutual efforts.
 - d. Maintain the office; order internal and external supplies for the office; reconcile invoices and statements of accounts
 - e. Supervise student workers, set their schedule to maximize office coverage, and assign and manage workloads.
 - f. Provide general administrative support including, but not limited to, sorting and distributing mail; and photocopying, faxing and scanning
6. Participate in department meetings, committees, and official College functions when appropriate
7. Comply with safety procedures, maintain clean and orderly work areas, and complete safety audits for the office
8. Perform other tasks as necessary to support the mission of the College.

Board of Trustees

1. Staff Recorder for Board of Trustees
 - a. Schedule, attend and record Board meetings
 - b. Compile Board Briefing Book and all pertinent materials in conjunction with the Chief of Staff
 - c. Oversee facilities and food arrangements for meetings and events as needed
 - d. Schedule Executive and Governance Committee meetings at the direction of the Board Chair or Governance Committee Chair
 - e. Maintain files on all Board members, Board Committees, and Board Bylaws
 - f. Update Board Portal, Board Handbooks and related materials and reports on a regular basis
 - g. Coordinate Trustee involvement in Commencement Ceremony and other College & Board activities and receptions
 - h. Coordinate travel arrangements and accommodations
 - i. Become familiar with Board members by name and face and establish rapport. Cultivate and maintain good communication and working relationships with members of the Board of Trustees.

2. Draft, prepare, proofread and edit correspondence and materials (or arrange to have prepared, if necessary) related to the function of the Board of Trustees; initiate and answer routine correspondence in consultation with the President and Chief of Staff.

Qualifications

1. Demonstrated organizational skills and attention to detail including the ability to multi-task, prioritize, and work with tight deadlines and frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans. Must be self-directed with strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
2. Requires proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint) including mail merge functions and database management, Windows, as well as virtual meeting platforms (Zoom, WebEx, Google Meet, Teams).
3. Requires a flexible and collaborative work style and the ability to interact effectively with a variety of individuals and departments.
4. Requires excellent customer service skills and the ability to communicate and respond to both internal and external customers professionally and in a timely manner.
5. Strong written communication skills including the ability to read, interpret, create, edit, proofread and complete documents.
6. Evidence of sound judgment and solid decision making skills.
7. Ability to handle confidential materials and information in a professional manner.
8. Willingness and ability to work occasional evenings and weekends.
9. Bachelor's degree required.
10. Executive support experience preferred. Demonstrated skills in planning events and project management are a plus.

Working Conditions

General office environment with activity peaks

How to Apply

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.