

Alverno College
Exempt Position Description
July 2025

Position Title: Executive Assistant
Department: Academic Affairs
Status: Full Time/12 Month
Reports To: Vice President for Academic Affairs
Pay Grade: Exempt
Location: On-site
Primary Function: Provide direct support for the Vice President of Academic Affairs as well as administer, coordinate and manage academic and administrative activities for the Office of Academic Affairs.

Principal Responsibilities

1. Provide Direct Support for the Vice President of Academic Affairs (VPAA)

- a. Provide high-level administrative support for the VPAA, including calendar management, meeting scheduling and preparation as requested.
- b. Coordinate travel arrangements for the VPAA as requested.
- c. Coordinate and facilitate meetings via Zoom or Microsoft Teams, including technical setup and documentation as needed.

2. Manage Academic and Administrative Activities for Academic Affairs

- a. Collaborate with Human Resources, Academic Deans and the VPAA to issue faculty contracts.
- b. Serve as the representative of the VPAA and Academic Affairs on critical committees such as the graduation committee.
- c. Support key Academic Affairs events such as Institutes, Friday Afternoon Professional Development Sessions and New Faculty and Adjunct Faculty Trainings.
- d. Reserve meeting rooms, catering, and /or equipment as needed for in-person meetings.
- e. Manage the semester syllabus submission process in collaboration with the Alverno College library.
- f. Manage Student Processes
 - i. Hire, train, manage work responsibilities and supervise student worker(s) in accordance with the College's policies and applicable laws.
 - ii. Manage Student Evaluation collection and reporting.
- g. Collect and Manage Data and Reports
 - i. Maintain faculty lists, faculty appointments, timelines and contacts chart.
 - ii. Collect, process and monitor faculty contracts, FARs, resume and transcript records.
- i. Provide Committee and Data Support
 - i. Support the work of faculty and academic committees
 - ii. Create and maintain committee lists.
 - iii. Develop committee materials and reports as needed.
 - iv. Attend and participate in committee meetings as requested.
 - v. Create and manage year-end committee reports and annual department goal statements.

- vi. Serve as staff liaison of the Academic Excellence and Student Success Committee of the Board including drafting minutes and activity reports
- vii. Develop meeting agendas, draft minutes and conduct follow up for Educational Policy Committee meetings
- j. Administer General Office Activities
 - i. Serve as receptionist for Academic Affairs, ensuring all visitors are greeted and directed appropriately, answer and direct incoming telephone calls, and take accurate messages and distribute in a timely manner.
 - ii. Create and maintain files
 - iii. Develop and file outside contract lists.
 - iv. Produce Academic Newsletter email
 - v. Maintain a warm and welcoming environment in the Academic Affairs suite.

3. General

- a. Effectively communicate with staff and faculty colleagues, students and external audiences, in support of assigned duties and on behalf of the Office of Academic Affairs.
- b. Comply with safety procedures and maintain a clean and efficient work area.
- c. Maintain a high level of understanding of issues around confidentiality and FERPA laws.
- d. Demonstrate an understanding of Alverno's Eight Abilities: Aesthetic Engagement, Analysis, Communication, Developing a Global Perspective, Effective Citizenship, Problem Solving, Social Interaction, Valuing in Decision Making
- e. Perform other tasks as requested to support the mission of the College.

Qualifications

1. Bachelor's degree required.
2. Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.
3. The ability to maintain a high level of confidentiality.
4. A minimum of 2 years of administrative office experience.
5. Must have excellent customer service and problem-solving skills.
6. Requires strong written, verbal and listening communication skills including the ability to interpret, analyze and edit documents.
7. Must be detail-oriented with excellent time management skills and must have the ability to effectively multi-task as well as work independently in a fast-paced environment.
8. Must have the ability to professionally respond to variations in schedules and plans, and work with frequent interruptions.
9. Proficient in Microsoft office programs including: Zoom, Teams, Word, Excel, Power Point and Outlook. Able to use programs to perform mail merge functions and manage databases. Preference for candidates who can demonstrate basic design skills using Canva or other software.
10. Ability to work flexible and irregular hours periodically to support academic functions and events.
11. Ability to read, write, and speak English and perform basic mathematical functions (add, subtract, multiply and divide).

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 on-line application

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact HR@alverno.edu.

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

