



Posting Date: May 31, 2019

Position: Executive Assistant

Department: Physician Assistant Studies

Hours per Week: Full-time

Alverno College is a private liberal arts college with an internationally acclaimed ability-based program and diverse student body. Our low instructor-to-student ratio and collaborative faculty contribute to a positive learning environment. We provide students with real-life, hands-on experiences in the classroom, in study abroad opportunities and in professional internships related to their major. These experiences, among others, have resulted in Alverno College being ranked higher than any other college in Wisconsin in its “Strong Commitment to Teaching” category for the ninth consecutive year.

This is a full time staff position. Salary will be commensurate with qualifications, education, and experience. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

The Executive Assistant to the Physician Assistant (PA) Program Director will provide advanced administrative support by performing complex, varied and confidential administrative and financial functions supporting the program’s strategic priorities. The Executive Assistant will be a strong, positive collaborative presence for the Physician Assistant Program. Duties include, but are not limited to:

- Providing advanced executive administrative support to the PA Program Director relating to correspondence, scheduling, general office procedures and projects related to the work of the program; interacting regularly and diplomatically with a diverse group of internal and external callers and visitors; managing monthly staff meetings for the PA Program; composing and distributing correspondences, notices, forms, calendars, manuals, presentations, brochures and other related materials; and taking minutes of meetings, when appropriate.
- Providing direct support for budget management for the PA program; analyzing and preparing budget and financial reports.
- Managing the executive calendar for the PA Program Director and PA Program in collaboration with various university departments, committees, boards and external contacts; preparing and distributing meeting agenda(s) and background material for meetings; following through on meetings and appointments; and providing proactive meeting support for the PA Program Director and faculty.
- Preparing, responding to, and assisting with confidential correspondence and/or documents to meet the needs of internal and external customers in accordance with appropriate policies and procedures; researching, compiling, summarizing, and analyzing information to formulate correspondence and respond to various inquiries for internal and external clients; managing confidential communications and activities between the PA Program Director and other senior leaders; and ensuring that items requiring attention and follow-up are dealt with in a timely fashion.
- Serving as admissions coordinator for the PA program, including managing student applications and files, scheduling interviews, providing correspondence for prospective students, and facilitating essentials for matriculation.
- Supporting the PA Program Director and MPAS Program with data entry, including compiling and preparing reports to support ARC-PA required metrics.



- Managing travel plans and expenses for the PA Program Director, including making travel accommodations, preparing and processing related paperwork, and reconciling expenses in accordance with College policies.
- Attending internal and external meetings and special events; providing follow-up details, managing communications by taking minutes and tracking necessary next steps; and working with departmental staff to coordinate actions on assigned tasks.
- Managing and coordinating event planning for the PA Program; communicating with faculty, administrators and other respective attendees regarding their participation in and/or attendance at events; communicating with vendors for services, including negotiating prices, executing contracts and overseeing activities to ensure that services are fulfilled.
- Performing other duties as assigned.

Qualifications and Education

- Bachelor's degree is required.
- At least three years of experience providing high-level administrative support, including for special projects and confidential work.
- Knowledge of the principles and practices of office management, including office software and database management.
- Ability to manage and prioritize complex administrative tasks and functions independently while meeting multiple deadlines.
- Ability to make independent decisions, exercise sound judgment, and resolve problems tactfully.
- Ability to establish and maintain professional and collaborative relationships with academic leaders and administrative staff in a multicultural environment.
- Ability to conduct online research and to use/navigate social media.
- Strong written and oral communication skills; including the ability to write concisely, express thoughts clearly and develop ideas in a logical sequence.
- Strong analytical, organizational, interpersonal and problem-solving skills, with excellent attention to detail.
- Strong professional integrity.
- Strong commitment to customer service.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

How to Apply

Apply on-line at <http://www.alverno.edu/jobs>

Selection of the final candidate is contingent upon successful completion of a criminal background check and verification of the above listed qualifications.

Please attach a cover letter, current resume, and names and contact information for at least three professional references.

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