

AASCU EXECUTIVE ASSISTANT TO THE PRESIDENT

POSITION PURPOSE

The Executive Assistant to the President is responsible for the overall operation and management of the President's Office and related daily administrative functions. The essential purpose of this position is to provide executive support to the President/CEO. The Executive Assistant must be able to multi-task and be mission and results driven. The ideal individual should exercise good judgment, possess strong written and verbal communication, administrative and organizational skills. The Executive Assistant should be able to work independently and have discretion with handling confidential information.

FUNCTIONS AND RESPONSIBILITIES

The Executive Assistant provides support to the President/CEO.

Support

- Prepares and disseminates the agenda for the Board and prepares all Board related materials both electronically and in hard copy format.
- Travel and finalizing documents are often necessary as well as scheduling.

Communications

- Drafts general correspondence to both internal and external constituents.
- Maintains a binder with hard copy and electronic files.

Calendar/Travel

- **The Executive Assistant will manage the calendar and travel of the president and spouse when applicable.**

When the President is out of the office, the Executive Assistant reports to the Chief of Staff and works closely with other senior staff as appropriate.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Drafts general correspondence for the President's signature.
- Arrange travel for the President and the President's partner/significant other, including itinerary and all logistical arrangements. Ensures that the President and partner/significant other have accurate documents for travel.
- Manages the President's Office in a calm, orderly and efficient manner that maximizes the President's productivity.
- Other duties and projects as assigned.

QUALIFICATIONS

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills
- Excellent verbal and written communication skills including editing and proofreading.
- Demonstrate proactive approaches to problem-solving
- Resourceful team-player, with the ability to work independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.

Education and Experience Requirements

Bachelor's Degree required

Prior experience supporting Vice Presidential level or above.

Preferred

Strong work ethic and tenure: and at least five years of experience in supporting a Chief Executive Officer or senior executive in a fast-paced work environment, preferably in non-profit organization. Related technological experience and willingness to learn and utilize new technology as it develops are essential to the position.

Experience with the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.)
Familiarity with iMIS database, Magnet Mail, and Ektron web development software a plus.