

## Executive Assistant to the President

Washington DC-based national higher education association seeks an Executive Assistant to the President. The Executive Assistant reports directly to the association President and is responsible for the overall operation, management, and daily administrative functions of the President's Office. The essential purpose of this position is to anticipate and act on the President's needs and to assist the President in achieving the primary goal of fulfilling the Association's mission. To that end, the Executive Assistant serves as a first point of access to the President for both internal and external constituents; and interfaces with the Board of Directors on the President's behalf. The Executive Assistant must be alert to AASCU's positions on policy issues and related deadlines, and be prepared to interface with national and international leaders, as well as other association leaders and their staffs. The incumbent must communicate with clarity and discretion, handle sensitive information with confidentiality, and generally foster a spirit of cooperation and teamwork.

### **Responsibilities include but are not limited to:**

- Oversees the daily execution of the President's activities, through a carefully organized and updated calendar; prioritization of appointments and activities that require the President's attention; and judicious time management that maximizes the President's productivity. Remains mindful of the President's changing needs and the consequences of daily and long-range schedule changes.
- Serves as Secretary to the AASCU Board of Directors. The Secretary to the Board enables accurate, complete and timely two-way communication between the Board and the President. Attends three annual Board meetings; prepares and disseminates minutes for Board approval; works with Board Chair in the preparation and execution of the meeting agenda; assists the Meetings Department with all meeting and social event logistics.
- Serves as point of contact for internal and external constituents. Represents the President as appropriate in managing the flow of communications with constituents.
- Reviews, prioritizes, and disseminates all incoming mail including email. Drafts general correspondence for the President's signature and assists with timely response to all communication.
- Arrange travel for the President and the President's spouse, including itinerary and all logistical arrangements. Ensures that the President and spouse have accurate documents for travel.
- Manages internal accounting procedures for the President's Office.
- Participates as a member of the President's team on the Executive Council. Prepares and disseminates minutes to the AASCU staff.

## **QUALIFICATIONS**

Bachelor's Degree and at least five years of experience in supporting a Chief Executive Officer or senior executive in a fast-paced work environment.

Travel to AASCU national meetings at least three or more times per year is a position requirement.

Must have excellent written and oral communication skills, including editing and proofreading; strong interpersonal skills; and demonstrated skill in budget management.

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

Salary: Mid to high 60s. Submit cover letter and resume no later than October 15 to **AASCU Human Resources (HR@aascu.org)**

**American Association of State Colleges and Universities (AASCU)**

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**<http://www.aascu.org/>**

AASCU is an equal opportunity employer