



POSITION ANNOUNCEMENT

Job Title: Executive Assistant to the President
Department: Office of the President
Reports To: President
Level: 7
Shift/Level: 40 hours per week
Date Prepared: December 12, 2017

SUMMARY

This position provides a wide range of administrative support services to the President.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answers and manages incoming calls and greets visitors.
2. Assists with managing the president's calendar to include arranging and coordinating meetings and events.
3. Assists with making travel arrangements including airline, hotel, and rental cars as needed.
4. Works with cabinet members to schedule meetings, assist in communication, and insure tasks are completed in a timely and efficient manner.
5. Serves as assistant secretary of the Board of Trustees, manages communication between the board and the university, prepares agendas and makes necessary arrangements for board committee meetings, board meetings, and other meetings.
6. Attends meetings in order to record minutes and compiles, transcribes, and distributes minutes of meetings.
7. Prepares invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
8. Opens, sorts, and distributes incoming correspondence, including faxes and email.
9. Read and analyzes incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
10. Files and retrieves corporate documents, records, and reports.
11. Assists with preparing responses to correspondence containing routine inquiries.
12. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Must have at least 3 to 5 years' experience providing administrative support at an executive level. Bachelor's degree preferred. Knowledge of standard office administrative practices and procedures. Good organizational, planning and communication skills, information gathering and monitoring, problem analysis and problem solving skills, judgment and decision-making ability, initiative, confidentiality, attention to detail and accuracy, team member, and adaptability. Extremely efficient, organized and resourceful. Must be flexible and able to function well in a fast-paced environment. Must have great interpersonal skills to deal with many personalities. Strong decision making skills, verbal and written communication skills and attention to detail. Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite. Occasional evening and weekend work required.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.