



POSITION ANNOUNCEMENT

Job Title:	Executive Assistant to the President
Department:	Office of the President
Reports to:	President
Shift/Hours:	40 hours per week
Date Prepared:	April 20, 2021

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 perform each essential duty satisfactorily. The requirements listed below represent 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 on our website at madonna.edu. 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. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. 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.