



## **POSITION ANNOUNCEMENT**

**Job Title:** Executive Assistant  
**Department:** Student Affairs  
**Reports To:** Vice President for Student Affairs and Mission Integration  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** January 29, 2019

### **SUMMARY**

This position provides specialized and confidential administrative support to the Vice President for Student Affairs and Mission Integration. Manages daily activities of the office. Coordinates projects affecting the entire university community. Exercises considerable tact, discretion, and judgment while interacting with a wide range of internal and external parties. Prepares and disseminates correspondence and compiles and summarizes data. Provides administrative support guidance to offices and departments reporting in the Student Affairs and Mission Integration Portfolio.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs various administrative tasks of a confidential nature including but not limited to producing computer-based communications, reports, and organizational documents; makes photocopies, files, distributes mail.
2. Responds to inquiries and challenges presented by students, staff, faculty, and community by phone, email, and in person; reads and analyzes incoming correspondence to determine significance and distribution.
3. Maintains confidential files pertaining to students and university matters and manages share drive document filing system.
4. Assists vice president with coordination of annual university wide programs and projects including but not limited to University Commencement, Mission and Heritage Week, Spirit Week, Graduation Mass, and New Employee Mission Formation sessions.
5. Schedules and maintains daily appointments for Vice President for Student Affairs and Mission Integration; makes travel arrangements for vice president and associates.
6. Coordinates scheduling of university meetings including but not limited to, Student Affairs Leadership Team, supervisor meetings, Bookstore Advisory, Food Services Advisory, Mission Leaders, Mission Core Team, and other staff meetings.
7. Serves as administrative support to the Trustee Committee on Student Life and Mission Effectiveness, by scheduling meetings, preparing meeting materials, and making necessary arrangements; attends meetings, to record, compile, transcribe and distribute minutes as needed.
8. Assists vice president with monitoring departmental budgets, prepares requisitions and follows university protocol.
9. Provides administrative support to the Office, serving as back-up during staff absences; assist during high demand periods in meeting office deadlines.
10. Distributes surveys for information gathering, maintaining university website content for mission integration, and disseminating pertinent communications to the university community.
11. Provides guidance to other administrative assistant personnel in the Student Affairs and Mission Integration Portfolio.
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**

Associate's Degree; or one to three years related experience and/or training; or equivalent combination of education and experience. Experience in standard office administrative practices and procedures. Good organizational, planning and communication skills, information gathering and monitoring, judgment and decision-making ability, initiative, confidentiality, team member, and adaptability. Extremely efficient, organized and resourceful. Must be flexible and able to function well in a fast-paced environment. Must have excellent interpersonal skills to deal with many personalities. Strong verbal and written communication skills and attention to detail. Proficient computer skills and in-depth knowledge of software such as MS Office Suite. Occasional evening and weekend work required.

### **TO APPLY**

Please complete the application on our website at [madonna.edu/hr](http://madonna.edu/hr). Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto: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.