



## **POSITION ANNOUNCEMENT**

**Job Title:** Executive Assistant  
**Department:** Enrollment Management and University Advancement  
**Reports To:** Executive Vice President for Enrollment Management and University Advancement  
**Level:** 5  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** February 14, 2018

### **SUMMARY**

This position provides specialized and confidential administrative support to the Executive Vice President for Enrollment Management and University Advancement. Manages daily activities of the office. Coordinates special projects affecting the entire university community. Receives guidance from supervisor and is expected to exercise considerable tact, discretion, and judgment. Prepares correspondence, and compiles and summarizes data.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs various administrative tasks of a confidential nature including but not limited to producing letters, reports, etc. via computer; makes photocopies, files, distributes mail.
2. Assists vice president with special projects and reporting.
3. Schedules and maintains appointments for Executive Vice President for Enrollment Management and University Advancement; makes travel arrangements for vice president and associates.
4. Handles inquiries and problems presented by students, staff, faculty, and community by phone, email, and in person.
5. Maintains confidential files pertaining to students and university matters.
6. Maintains office equipment; assist vice president with maintenance of departmental budgets.
7. Provides administrative support to the Executive Office, serving as back-up during staff absences; assist during high demand periods in meeting office deadlines.
8. May be required to train and supervise other clerical personnel.
9. 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. Must have knowledge and previous experience with Microsoft Office. Must have excellent communication and interpersonal skills, communicates in a positive and effective manner with students, faculty, staff, parents and/or visitors.

### **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](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. 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.