



JOB DESCRIPTION

TITLE: Administrative Assistant

Department(s): Office of the President

Reports To: President

FLSA Status: Hourly

Characteristics of Job:

The Assistant to the President serves as the primary point of contact for internal and external constituencies on all matters regarding the Office of the President; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

Examples of Duties or Responsibilities:

- Completes a broad variety of administrative tasks for the President, including managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates, and ensures that the President's schedule is followed and respected. Provides 'gatekeeper' and 'gateway' roles, creating win-win situations for direct access to the President's time and office.
- Communicates directly, and on behalf of the President, with donors, faculty, staff, and others, on matters related to the President's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the President's office and internal departments, demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Works closely and effectively with the President to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a 'barometer',

having a sense for the issues taking place in the environment and keeping the President updated.

- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the President, some of which may have organizational impact.
- Drafts acknowledgment letters, personal correspondence, and performs other communication-oriented tasks that facilitate the President's ability to effectively lead the University.
- Prioritizes conflicting needs; handles matters of business expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
- Ensures that the President's bio is updated and responds to requests for materials regarding the President and the organization in general.
- Edits and completes first drafts for written communications to external stakeholders.
- Works with the Office of Advancement to coordinate the President's outreach activities.
- Follows up on contacts made by the president and supports the cultivation of ongoing relationships.
- Edits and creates acknowledgment letters from the President to donors.
- Assists in the development of and monitors various office budgets.
- Driving on college business for your department whether the frequency is daily, weekly, monthly, or occasionally.

Supervisory Responsibilities: Not applicable at this time

Minimum Qualifications:

- Bachelor's degree preferred
- Office management experience preferred. Experience at an institution of higher education preferred.
- Experience and interest in internal and external communications, partnership development, and fundraising
- Proficient in Microsoft Office Suite, Adobe Acrobat, and Social Media web platforms.

Qualifications:

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail

- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors
- Expert-level written and verbal communication skills
- Demonstrates proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced environment
- Forward-looking thinker, who actively seeks opportunities and proposes solutions

Additional Requirements:

- Criminal background check before employment

Typical Working Conditions and Unique Physical Requirements:

- Work is typically performed in an interior office
- Noise level is generally quiet to moderate
- Regularly required to speak and hear
- Frequently required to stand, walk, and sit for extended periods over various terrains
- Occasionally required to reach with hands and arms, bend, stoop, kneel, or crouch
- Recurrent climbing of interior and exterior stairs
- Vision capability required, but not limited to distance, peripheral, and low light
- May be required to lift or carry items weighing up to 25lbs

The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or

responsibilities required of personnel so classified. These examples are also not to be interpreted as limiting the appointing authority's ability to append or otherwise alter the duties and responsibilities of the position. The use of an individual expression or illustrations to duties or responsibilities shall not be regarded as excluding the assignment of others not mentioned, which are of a similar kind or quality.

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