

Executive Assistant to the President

College of Saint Mary is seeking an Executive Assistant to the President. The Executive Assistant will provide a full range of administrative, secretarial and miscellaneous support services to the College of Saint Mary President. This position supervises student workers and volunteers within the office.

Primary Job Responsibilities:

- Maintain and coordinate President's, calendar, notifying all necessary staff.
- Coordinate meetings for VP of Institutional Technology, Assistant to the President for Mission Integration, and VP of Strategic Marketing and Communications, as needed.
- Coordinate all travel arrangements for President.
- Coordinate, gather, prepare and post board materials for full board meetings.
- Serve as recording secretary by composing and preparing in final form the minutes for full Board, Executive Committee, Mission & Governance Committee, and Council for Institutional Effectiveness Committee meetings, while adhering to confidentiality of all activities, materials, and information.
- Each year set up meetings for the entire year for: Full Board, Executive Board Committee, Mission & Governance Board Committee, Marketing Committee, and Council for Institutional Effectiveness Committee.
- Handle/act upon urgent letters, messages, and calls for the President when she is away from the office.
- Create and maintain Board information in Power Campus; training personnel, especially other assistants to use the various features.
- Maintain, monitor and reconcile President's Office budget.
- Gatekeeper of the university's Data Repository. Assure that all reports and information is updated per timeline provided by the Senior Leadership Team.
- Coordinate, gather and record information for numerous surveys, making sure deadlines are met.
- Respond to faculty, staff and student issues by either referring to appropriate office, finding solutions, giving direction when possible or referring to president.
- Coordinate meeting arrangements and manage preparation for meetings and other programs, including coordination of special functions. Anticipate and respond to all needs and arrangements.
- Gather/collect, compile/summarize information and statistical data for reports and projects (ballots, election totals, surveys/evaluations, registrations, questionnaire responses, etc). This includes assembling, categorizing, and classifying facts and figures; determining format and layout.
- Coordinate, schedule and direct meetings of administrative assistants ensuring continuity in training and sharing of knowledge/skills.
- Maintain confidentiality of all activities, material and information.
- Attend and participate in staff meetings as required.

Qualifications:

- Bachelor's Degree is required.
- A minimum of at least five years' experience in comparable position.
- Ability to identify with, share in and have a commitment to the mission, philosophy and goals to College of Saint Mary.
- Excellent human relations and effective communication skills.
- Qualities conducive to establishing and maintaining effective relationships with co-workers in a small office setting and courteous management of telephone calls, messages, and visitors.
- Professional demeanor and realization of representing the President at all times.
- Ability to act independently to carry out the duties and responsibilities of the position without specific supervision by people or procedures, on a regular and continuous basis.
- Exceptional proficiency in time management, organization, prioritization of duties and multi-tasking.
- Proficient knowledge of Microsoft Outlook, word processing, spreadsheets, database and presentation software.
- Proficiency in use of all office machines, general office practices, procedures and techniques.
- Knowledge of English grammar, punctuation, and correspondence forms.
- Knowledge and understanding of data gathering and organizing.
- Knowledge of records maintenance. Requires knowledge of procedures for filing, retrieval, retention, storage, compilation, coding, updating and destruction of records.
- Knowledge of CSM policies and procedures, standards and objectives.

Salary and Benefits:

The salary range is \$ 45,000-54,500 year with a comprehensive benefits package available.

Application:

Please apply using the following link. **Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.** Applications accepted until position is filled.

<https://home.eease.adp.com/recruit/?id=11122551>

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