



Position Title: Executive Assistant to the President
Reports To: President
Department: President's Office
Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Executive Assistant to the President is responsible for providing comprehensive support to the President, Chief Administrative Officer, and the President's Cabinet, and managing the President's office operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

DUTIES AND RESPONSIBILITIES

- Provide sophisticated calendar management for the President
- Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements
- Promotes a positive image of the University by greeting and receiving visitors to the President's office, responding to inquiries from diverse University publics (e.g., students, parents, faculty, staff, legislators, alumni, the media, and public and private officials), providing authoritative information regarding University policies or decisions, referring inquiries or problems to the appropriate office or person, resolving problems, and following up to determine the inquirer's satisfaction with the response
- Complete a broad variety of administrative tasks that facilitate the President's ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports
- Work closely with the President's office staff to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Anticipate the President's needs in advance of meetings, conferences, etc.
- Monitor and maintain the President's social media, upload president's board reports, and maintain President's webpage
- Coordinate all Cabinet meetings and retreats and assist with staff meetings and events as needed.
- Replenish office supplies and materials
- Provide event management support as requested
- Provide hospitality to all guests and help to create a welcoming environment
- Answer main phone line and respond to inquiries. Process and distribute daily mail

MINIMUM QUALIFICATIONS

- Associate Degree in Business Administration or 10 years of related experience, or equivalent of experience and education is required. A Bachelor's degree and sevenplus (7+) years of professional, executive experience in a senior administrative college/university office, preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Computer literacy is required and includes expert proficiency with Microsoft Office and desktop publishing software; spreadsheets, competency with Student Information System (SIS), Learning Management System, and production of Enrollment reports, ability to design and edit graphic presentations and materials
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners
- Ability to serve as "office barometer" to make appropriate, informed decisions regarding priorities and available time
- Ability to complete a high volume of tasks and projects with little or no guidance
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround
- Able to maintain a high level of integrity and discretion in handling confidential information
- Excellent judgment is essential

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed (if applicable)
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please