

Saint Michael's College Job Description

Job Title: Assistant to the Board of Trustees

Department: President's Office

Supervisor or Manager's Title: President

Date Created: 3/1/2024

Last Revised: 4/9/2024

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- **Board of Trustees:** High-level comprehensive administrative support is provided for the Board and all Board committees
- **Roundtables:** All Roundtable/Advisory Boards to the President and Cabinet are facilitated and close connections are maintained with community members serving on Boards
- **Policy Repository:** Along with the President and other senior leaders, leadership is provided in organizing and assuring compliance with and organization of all institutional policies, procedures, and state and federal laws and regulations. Recommendations, support, and leadership are provided to internal and external stakeholders regarding any changes or realignment deemed necessary
- **Special Projects:** Information affecting college-wide operations is researched, analyzed, and presented. As a result, leadership is provided in the development, implementation, and management of related special projects and assignments that support the business and operational needs of the College

Essential Duties and Responsibilities:

- Maintains regular contact with all members of the Board of Trustees
- Confers with the President on Board of Trustees and Board Committee meetings and provides support for the work of the Board of Trustees
- Manages the Board and Board Committee meetings, which includes, with guidance, drafting agendas and organizing and distributing supporting materials
- Sets the agenda for the Board meetings in conjunction with the President and the Chair of the Board
- Researches and proposes best practices related to Boards and Policy Development, implementation, and organization
- Serves as a liaison with the President, Cabinet, Roundtable/Advisory Boards, and community members
- Oversees special projects that support the Board of Trustees, Advisory Boards, and institutional wide policies and the repository
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills, and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Understands and carries out duties consistent with the mission of the College
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

Secondary Responsibilities:

- Provides support and leadership to the Board in developing and maintaining protocols, policies, and best practices
- Coordinates travel and housing needs of the Board members for meetings on/off campus for College-related activities
- Attends Trustee and Committee meetings and serves as administrative support
- Develops and manages a Policy/Procedures repository in the President's Office
- Leads and partners with key stakeholders on special institutional-wide projects including facilitating, implementing, managing, and enforcing any changes to policies and procedures that come as a result

Major Contacts:

- President
- Board of Trustees
- Secretary of the Board of Trustees
- Vice Presidents
- Various external boards and organizations on which the President serves and participates
- Roundtable/Advisory Boards
- Director of Athletics
- Director of Facilities
- Director of Public Safety
- Director of Residential Life
- Other various members of Administrative Council
- Sodexo
- Edmundite Superior General and Local Superior
- Faculty Executive Committee, Faculty Welfare Committee, Staff Welfare Committee
- Initial contact for inquiries from public and private entities, including executives from the public and private sectors

Demonstration of Excellence:

- Demonstrates knowledge of mission and culture of Saint Michael's College
- Engages with students and constituents with a high level of respect and sensitivity
- Demonstrates strong interpersonal, verbal and written communication skills
- Demonstrates sound analytic and relationship skills along with strong decision-making and creative problem-solving
- Builds strong relationships with key stakeholders
- Effectively manages an occasionally intense work schedule and prioritizes activities appropriately
- Maintains a high degree of confidentiality
- Provides a high degree of technology competency

Education and Work Experience:

- Bachelor's degree or higher required
- 5 – 7 years' experience in administrative support or related functions managing highly confidential and sensitive information
- Prior experience with educational settings and Boards
- Experience with editing correspondence and proficient use of grammar, spelling, and punctuation

Knowledge, Skills and Abilities:

- Ability to convey decisions regarding the time and priorities of the President with tact and courtesy
- High level of organizational and planning ability; detail and deadline-oriented
- Ability to research and prepare reports
- Ability to exercise discretion and independent judgement
- Ability to formulate, affect, interpret, and implement policies and operating practices affecting the College

Analytic Skills:

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response

Language and Literacy Skills:

- Reads and interprets a wide range of information
- May interpret documents to others
- Regularly writes reports and correspondence
- Regularly explains policies, listens to questions, responds, and problem solves
- Speaks to individuals and small groups effectively

Computer/Technology Skills Required:

- Proficient with Microsoft Office products, especially Word and PowerPoint -- and other applications, including Board of Trustees portal

Licenses, Certifications and Other Requirements:

- N/A

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of the Assistant to the Board and President, the employee is occasionally required to lift and/or move up to 15 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Flexibility to attend Board meetings twice per year on Saturdays

Saint Michael's College

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CC: FCOE

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.