

**Saint Michael's College
Job Description**

Job Title: Executive Assistant to the President

Department: President's Office

Supervisor or Manager's Title: President

Date Created: 6/19/18

Last Revised: 7/27/2023

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:

- Serves as the initial and primary point of contact for all internal and external inquiries to the Office of the President. Directs these inquiries to the appropriate office or individual and responds directly to issues affecting the Office of the President
- Provides high-level administrative personnel support as needed and manages the office on a daily basis
- Supervises other administrative support personnel in the office, including student workers
- The Executive Assistant attends the President's Cabinet meetings

Essential Duties and Responsibilities:

- Confers with the President on administrative issues in order to inform the President in preparation for public forums
- Maintains up-to-date information related to the College to knowledgeably handle inquiries to the Office of the President
- Completes various administrative tasks for the President including managing a busy calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings
- Works closely and effectively with the President to ensure the President is well informed of upcoming commitments and responsibilities, following up appropriately
- Handles routine correspondence and provides assistance with major correspondence, public addresses, etc., often involving background research
- Manages all the President's Office administrative affairs, including budgets, forecasts, and College contingency accounts. Works with the Office of the VP of Finance and Administration to track of various finances for the President
- Attends and participates, as needed, in Cabinet meetings, and maintains agenda and minutes of these meetings. Often serves as liaison for cabinet members to the President
- Attends trustee meetings and serves as administrative support to the chair of the board and the executive committee of the board and assists the President to prepare for meetings
- Schedules and assists in the preparation of individual meetings of the President with Cabinet members and all other individuals
- Works in collaboration with the President on special projects
- Serves as the Secretary to the Board and provides administrative support for the President and Chair of the Board at Board meetings
- Coordinates various events hosted by the President with Sodexo and Special Events. Works on commencement collaboratively with the Office of Academic Affairs, and supports trustee meetings and reunion mostly related to the President's preparation, expectations, and presence at these events
- As needed, serves as point of contact for communication to the President in College emergencies
- Ensures complete confidentiality and integrity and trustworthiness in all matters, including routine handling of confidential information related to personnel, budgets, and trustee communications

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- 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:

- Manages, with Human Resources Department, personnel requests, including requests for salary adjustments

Positions Supervised:

- Office Assistant to the President's Office (student employee)

Major Contacts:

- President
- Vice Presidents
- Co-Secretary of the Board of Trustees
- 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
- Board of Trustees
- Various external boards and organizations on which the President serves and participates
- 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
- Builds strong relationships with key stakeholders
- Provides strong management of the day-to-day operations of the office
- Effectively manages occasionally intense work schedule and prioritized activities
- Maintains a high degree of confidentiality
- Maintains up-to-date correspondence and files, including contacts
- Provides a high degree of technology competency

Education and Work Experience:

- Bachelor's degree preferred
- 5 – 7 years' experience in administrative support or related functions managing highly confidential and sensitive information
- Prior experience assisting chief or senior executive preferred
- 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, and detail and deadline-oriented
- Ability to research and prepare reports

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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

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 Executive Assistant, 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:

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.