Date Revised: September 2017

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| Job Title**:** Executive Assistant to the Vice President | **Classification Level: 6** |
| **Department:** University Advancement | |
| **Reports to:** Vice President of University Advancement | |
| **Directly Supervises:** Student Worker(s) | **FLSA Status:** Exempt, Full-time, 12 Months |

**PRIMARY PURPOSE OF THIS JOB:**

The Executive Assistant to the Vice President of University Advancement will provide high level administrative support to the Vice President of University Advancement and support the directors in the division as indicated. This position is responsible for the management of the office and works cooperatively with the Vice President to expedite the daily functions involved to assure the efficient, effective operation of the office.

**ESSENTIAL FUNCTIONS: (other duties may be assigned)**

1. Support the daily operations of the Vice President’s office to include word-processing; organizing, maintaining and purging records and files; processing mail; replying to routine correspondence and phone inquiries; drafting correspondence on routine matters for the Vice President’s signature; proofing documents; and producing accurate, error-free correspondence. Project a positive image through in-person, phone interactions and written and electronic communications.
2. Manage the Vice President’s calendar. Schedule appointments to compile a daily calendar. Anticipate and address the needs of the Vice President in preparation for daily workload including meetings, agendas, expectations for the meeting, travel directions, itineraries. Make necessary travel arrangements and accommodations.
3. Plan, organize, and support departmental, internal, and external meetings, including all aspects of meeting coordination as well as recording and preparation of minutes as directed by the Vice President. Assist in the planning, coordinating and implementing of functions and events. Responsible for invitations, room reservations, food service, set-up, preparing agendas, staffing, table set-ups. Follow up on arrangements as necessary.
4. Provide administrative support within the division of University Advancement. Serve as a liaison between the Vice President and Directors and staff by accurately communicating policy and decisions, gathering information and providing information to the Vice President. Resolve problems as appropriate or refer inquiries or problems to the appropriate office or person. Assist Department Directors, as time allows, with a variety of tasks including, but not limited to, planning of meetings, payment of invoices, routing of incoming mail, photocopying, scheduling of meetings, coordination of facilities work orders, and mailing of gift annuity letters.
5. Serve as system administrator for Ovrture, a personalized fundraising software system used by major gift solicitors to cultivate and steward prospects and donors. Serve as primary contact with vendor. Maintain system’s integrity. Upload, edit, organize and delete assets in the system and brand clouds. Provide oversight of individual user websites and assets. Assist in the training of users.
6. Coordinate projects and functions as directed by Vice President.
7. Monitor expenditures against departmental budget, process purchase orders and check requests, and expedites reports as requested.
8. Supervise student worker(s). Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
9. Inventory, order, and maintain supplies, resources, office files and records for University Advancement, including confidential personnel files.
10. Regularly review University Advancement websites and provide notification to Directors and Vice President when a website needs updating.

**RELATED DUTIES:**

* Purge files; follow university record retention guidelines.
* Handle confidential information and must perform duties with a high degree of confidentiality, discretion and judgment.
* Uphold and promotes the Mission and Philosophy of the University and the Sisters of Mercy.
* Preserve honesty and integrity in the professional affairs of the University; adhere to high standards of ethical practices and conduct.

**REQUIREMENTS:** *(Equivalent combinations of education, licenses, certifications and/or experience may be considered)*

**Education**

* Associate's degree (A. A.) or equivalent from two-year college or technical school

**Experience**

* 5 years secretarial experience in a demanding office.
* Experience in letter composition with excellent grammar and punctuation skills.

**Licenses/Certifications**

* None required

**Work-Related Knowledge**

* None required

**KNOWLEDGE, SKILLS, AND ABILITIES** typically required to perform the essential functions of this position.

**Problem-Solving/Decision-Making Skills**

* Identify problems, inform others, and provide information to assist with solving problems.

**Verbal Communication Skills**

* Use verbal skills to communicate with co-workers or customers
* Use verbal skills to transfer information to groups

**WrittenCommunication Skills**

* Complete and maintain documentation/records, to effectively convey ideas and information, both in written and oral form.
* Prepare business documents, client case notes, technical reports, manuals, articles, financial reports, etc.

**Math Skills**

* Addition, subtraction, multiplication, division, percentages, ratios

**Computer Skills:** Required to successfully complete essential functions of the job.

* Internet and email
* Spreadsheet Software
* Word processing Software
* AS400

**Tools & Equipment (Other than general office equipment):**

* General Office Equipment

**CONTACTS** typically incurred while performing the essential functions of this position.

* Coworkers within the same department
* Coworkers in other departments
* Mid-management level employees
* Executive management level employees
* Board of Trustees
* Customers of the organization
* Members of the general public
* Employees of peer organizations
* Vendors/suppliers/service providers

**MENTAL DEMANDS** typically required to perform the essential functions of this position.

* High Pressure for Results – Complete job duties in a timely and efficient manner under demanding working conditions. Appropriate use of emotions; level-headed under pressure.
* Independent Judgment and Discretion - Accountable for comparing and evaluating possible course of conduct and acting/making a decision (without immediate director or supervision) after various solutions have been considered. More than use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources.
* Organize and Prioritize – Organize information, processes and/or prioritize work to meet demands/deadlines.
* Manage Multiple Projects/Tasks – Work on multiple projects/tasks concurrently, in order to meet varied deadlines. May work for multiple bosses.
* Respond to Angry/Upset Individuals – Appropriate respond to unpleasant, angry or anxious individuals as part of the job requirements.
* Relate to Others – Regular day-to-day contact with internal/external customers.

**PHYSICAL DEMANDS** typically required to perform the essential functions of this position.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
| * Ability to sit * Repetitive finger movement * Ability to use both hands * Ability to communicate orally * Ability to hear conversation |  | * Ability to stand * Ability to walk * Ability to use both hands |

**WORKING CONDITIONS** under which the essential functions of this position are typically performed.

* This position typically requires work in a normal office environment.

**PERSONAL PROTECTIVE EQUIPMENT** typically required to perform the essential functions of this position.

* This position typically does not require the use of personal protective equipment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

***I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.***

Employee’s Signature: Date:

Supervisor’s Signature: Date:

**Human Resources Review**

Signature: Date: