



Position Title: SENIOR EXECUTIVE ASSISTANT TO THE PRESIDENT

Reports To: President

**Classification/
FLSA Status:** Level II (Exempt Administrative)

Primary Function: Reporting directly to the President, the senior executive assistant to the president provides executive support in a one-on-one working relationship. The senior executive assistant serves as the primary point of contact for internal and external constituencies on matters pertaining to the office of the president. The senior executive assistant also supports the VP for Advancement and the VP for Presidential Initiatives, and as a liaison to the president's executive team and board of trustees. The senior executive assistant will have the ability to exercise good judgment in a variety of situations, with strong and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The senior executive assistant will have the ability to work independently on projects and work under pressure at times to handle a wide variety of activities and include handling sensitive or confidential information with discretion.

Key Responsibilities

Executive Support:

- Completes a broad variety of administrative tasks for the president and his teams including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings and events.
- Plans, coordinates and ensures the president's schedule is followed and respected.
- Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the president's time and office.
- Communicates directly, and on behalf of the president, with trustees, regents, employees, organization/community leaders, and others, on matters related to president's office initiatives. Provides leadership to build relationships crucial to the success of the college and manages a variety of special projects that may have organizational impact.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the president, including those of a confidential nature.

- Provides a bridge for smooth communication between the president's office and internal departments, demonstrating leadership to maintain credibility, trust, and support.
- Ability to work with a broad range of people including major donors, trustees, foundation staff, community leaders, and others.
- Works closely and effectively with the president to provide updates on upcoming commitments and responsibilities.
- Budget management for president and the VP for Advancement and VP for Presidential Initiatives, and the board of trustees.
- Prepares speaking engagement presentations; syllabi; agreements, etc.
- Completes a broad variety of administrative tasks for the VP for Advancement and the VP for Presidential Initiatives (like presidential support).
- Travel to various professional events in conjunction with the president's office and college relations team and manage vendor booth when necessary.
- Prepare and publish governance monitoring report, Communication & Support to the Board
- Distribute all president-approved governance monitoring reports to trustees according to schedule
- Assists in coordinating meetings with executive team and other staff meetings.
- To assume such other duties as assigned by the president.

Board Support:

- Serves as the president's administrative liaison to the college board of trustees.
- Maintains discretion and confidentiality in relationships with all trustees.
- Adheres to compliance with applicable rules and regulations set in bylaws.
- Provides recorder and administrative tasks for the board of trustees in conjunction with the executive assistant to the board of trustees, for example:
 - Assistance with coordinating on/off-campus meeting preparation and conference call invite details, as needed:
 - Meeting recorder.
 - Informational emails regarding meetings, distribution of meeting materials, college events, etc.
 - Create/prepare meeting agenda.
 - Travel/lodging arrangements for on-campus meetings and venue agreements for off-campus/retreat meetings, in addition to meal and transportation planning.
 - Accepts and prepares trustee travel and expense reports for reimbursement or reimbursement toward donation for the president's approval.
 - Governance policies: Assist as needed with composing and preparing documents; ensuring policies are updated and distributed in a timely manner (e.g., college web site and board portal postings).
 - Assist as needed with committee projects, such as, prospective trustee invites and new trustee orientation.

College-wide Support:

- Lends enthusiastic support to college policies and to fellow co-workers.

- Participates in the annual Lyceum program.
- Provides commitment to the college mission; supports the college vision; and The Sherman Chiropractor in any way correlated to the position.

Education and Experience Requirements:

1. Extensive knowledge of office management policies, practices, and procedures.
2. Considerable knowledge of the practices of public and business administration.
3. Ability to exercise judgment and discretion in interpreting and applying departmental policies and procedures.
4. Ability to compose and prepare reports, records, and correspondence.
5. Ability to understand and execute complex written and oral instructions
6. Ability to type at a corrected rate of 65 words per minute.
7. Ability to solve problems effectively, and make decisions in matters requiring an immediate response, subject to presidential approval.
8. Excellent communication, planning and organizational skills and the ability to utilize time efficiently and effectively.
9. An Associate degree in secretarial science and minimum three (3) years secretarial or administrative experience, or high school graduate and minimum five (5) years secretarial or administrative experience.

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature:

Date: