JOB DESCRIPTION

POSITION TITLE: Assistant to the Executive Vice President
DEPARTMENT: Office of the Executive Vice President
SUPERVISOR: Executive Vice President

JOB DESCRIPTION

The assistant to the executive vice president performs administrative duties for executive management of all departments.

DUTIES AND RESPONSIBILITIES

- Oversees, implements, and consults on administrative systems, projects, policies, procedures, and events.

- Facilitates external communication and customer relations.

- Manages the executive vice president's calendar, meetings, travel, and event arrangements.

- Produces administrative communication pieces and manages the publication of administrative updates.

- Coordinates with other departments to provide administrative consultation and information, train to support staff, prepare and collect reports, analyze data, and identify solutions.

- Maintains the Urshan System Documents Room.

- Oversees the 3-year calendar planning process and all Urshan calendars.

- Assists the EVP with logistics of the Urshan Board of Directors meetings, accommodations, and reports.

- Oversees the design, creation, and update of campus signage.

QUALIFICATIONS

- Bachelor's degree.

- Strong administrative skills with attention to detail. Project management experience is preferred.

- Excellent interpersonal skills.

- Excellent administrative writing skills.

- Strong computer and internet research skills.

- Proficiency with the major Google Suite applications, Microsoft Office applications (Word and Excel, in particular), and Adobe Acrobat (or any PDF reading and editing application).

- Preferred aptitude for visual design (i.e., an eye for producing materials and projects that are visually appealing and provide attention to details).

- Flexible mindset. Must be comfortable with multitasking and handling immediate needs as they arise.
- Ability to work with all levels of internal management and staff, as well as outside clients and vendors.
- Sensitivity to confidential matters is required.