Position Title: Executive Assistant
Department: School of Education
Reports To: Executive Assistant to the Dean, School of Education

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):
This position supports the School of Education (SOE) Office of the Dean by providing top-tier customer relationship management and office administrative support. Responsibilities include, but are not limited to meeting room coordination, travel arrangements, document approval coordination, office reception, mail review, filing and telephone reception. Individual must be highly organized to assist with project tracking, and establishing process flows. Must ensure that daily practices are efficiently and effectively managed. Must be able to thrive in fast-pace, high volume and high yield office environment.

Examples of Duties and Responsibilities:
- Type letters, memos, meeting minutes, meeting agendas, meeting presentations and other documents and correspondence. Proofreads typed documents for accuracy and completeness.
- Answers telephones, screens and directs phone calls. Assists public by providing general information by telephone, mail or in person.
- Greets visitors, ascertains nature of business and directs them to appropriate staff/faculty.
- Manages Dean’s calendar, schedules meetings and travel arrangements for members of the department or office.
- Orders and maintains office supplies. Coordinates the maintenance and repair of office equipment.
- Maintains office records and filing systems.
- Opens, date stamps and distributes incoming mail. Prepares materials to be mailed such as assembling packets, stuffing envelopes, etc.
- Ensures that School of Education website and media platforms are updated.
- Provides room set-up and other support for meetings; plans conferences.
- Assists department members with special SOE and CAU projects.
- Assists with planning and coordination of SOE open houses, orientations and graduation related events.
- Assists Dean and Associate Dean with assessment and accreditation related assignments
- Ensures that budget related reports, billing documents, requisitions, and human resources related documents are submitted per university and accreditation deadlines and protocols.
- Manage and coordinate registration for students dually enrolled in the Early College program.
Coordinate work activities of department level secretarial/clerical support staff, graduate assistants and work-study students.

Conducts administrative projects relating to the functional area of the department.

Performs clerical duties as needed. Suggests and initiates improved work methods, processes and procedures.

Knowledge, Skills and Abilities:

- Knowledge of computers and various computer software such as used for word processing, graphs, tables, presentations, etc. (Excel, Word, Banner, MS Teams, Power Point, Zoom)
- Knowledge of Business English, spelling and grammar.
- Knowledge of campus policies and procedures.
- Knowledge of office policies and procedures.
- Effective organizational and time management skills.
- Ability to provide proper customer service.
- Ability to prioritize work assignments.
- Ability to communicate effectively in writing and orally.

Minimum Hiring Standards:

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor’s preferred or high school diploma / GED and five years secretarial/administrative experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Experience</td>
<td>Five years progressive administrative experience in corporate or university setting. Call center, receptionist, focused customer service support and travel experience a plus.</td>
</tr>
<tr>
<td>Years of Management/Supervisor Experience</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer