



## CLARK ATLANTA UNIVERSITY Job Description

<b>Position Title:</b>	<b>Executive Assistant for Board Planning and Relations</b>
<b>Department:</b>	<b>OFFICE OF THE PRESIDENT</b>
<b>Reports To:</b>	<b>Special Assistant to the President for Board Relations</b>

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):***

The Office of Board Relations invites applications for the position of Executive Assistant for Board Planning and Relations on behalf of the thirty (30) member Board of Trustees, individually and as a collective. Reporting to the Special Assistant to the President for Board Relations, the Executive Assistant plays an active and pivotal role to support and maintain effective processes and practices to support the execution and administration of governance practices and processes on behalf of the University's highest deliberative governing body.

### ***Examples of Duties and Responsibilities:***

- **Provides staff support to plan and execute meetings of board standing committees and the full Board; new trustee orientations; Board retreats; and special events to honor retiring trustees, donors and contributors.**
- **Oversees the collection and posting of meeting documents to the board portal**
- **Maintains trustee profiles and bios for distribution and retains the record of trustee participation (e.g. meeting attendance and leadership role(s))both individually and as a collective**
- **Distributes the annual and quarterly board meeting schedule to trustees, members of the Executive and Administrative Cabinet and Invitees (external and internal)**
- **Distributes trustee assessment surveys**
- **Maintains the Board calendar and distributes meeting notices on behalf of the Board's Executive and Governance and Compensation Committees and the Board as a collective.**
- **Updates and maintains departmental filing systems (electronic and physical).**
- **Facilitates trustee participation in National Conferences (e.g. Association of Governing Boards of Universities and Colleges (AGB), significant campus events (Commencements) and standing committee and full board meetings.**
- **Secures assistance/support from throughout the University (Technical, parking, Meal planning, etc.) to facilitate Board meetings and functions.**
- **Provide logistical support for trustees to enable trustee participation in board meetings, retreats and National Conferences (e.g. Association of Governing Boards of Colleges and Universities (AGB); and Ceremonial events (Commencement Exercises, Opening Convocation, Founder's Day, etc.);**
- **Oversees and Board Budget (Line Item Allocations and expenditures).**

### ***Knowledge, Skills and Abilities:***

- **Experience and knowledge in a variety of computer software, applications; proficient**

MS Office Applications (Word, Excel, PowerPoint)

Strong Computer skill

- Must be detail oriented and possess excellent customer service, interpersonal organization, analytical, problem solving and written communication skills.
- Ability to exercise exceptional discretion, confidentiality and judgement in dealing with sensitive/confidential issues.
- Ability to work both independently and as a team member.
- Event planning and coordination

***Minimum Hiring Standards:***

<b>Education</b>	Bachelor's degree
<b>Years of Experience</b>	Minimum 8 years with diverse experience and responsibilities in corporate and/or educational environment and strong organizational skills
<b>Years of Management/Supervisor Experience</b>	Not required

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*