



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Executive Assistant to the Dean
Department:	School of Social Work
Reports To:	Dean

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 School of Social Work invites applications for an Executive Assistant position with experience in Academia and senior level executives. Applicants for this position will serve as chief aid to the Dean and will be responsible for the efficient operation of the Dean's office, including management of scheduling, budgeting procedures, marketing and alumni outreach.

Examples of Duties and Responsibilities:

Duties include coordinating Dean's activities with the Senior leadership team and managing projects of special importance. Prepare correspondence and maintaining files, calendar records, coordinating meeting with external stakeholders, coordinating travel arrangements, filing expense reports, scheduling faculty/staff meetings, maintaining minutes; and providing general administrative support to other units in the School by maintaining calendar of school-wide and University events, maintaining schedule of meeting room space, ordering and maintaining office supply levels, processing graduation records as requested, processing grade-change forms and maintaining records. May be called to serve as budget analyst by processing scholarships, requisitions for purchase and travel, disbursements for student workers. Maintaining records of income and expenditures, responding to inquiries from Accounting Departments, coordinating specific events as directed by the Dean, project management and event planning of external and internal events and School initiatives to include support for Dean's Lecture Series, Advisory Board meetings, and Corporate visits.

Knowledge, Skills and Abilities:

- Excellent interpersonal and customer service skills and ability to exercise tact and diplomacy, desire to assist others; approachability; ability establish rapport.
- Excellent verbal and written communication skills.
- Discretion in handling extremely sensitive and/or confidential items of the Dean's office.
- Proven ability to exercise independent judgment in making decisions; ability to take initiative in solving problems (critical thinking skills).
- Excellent organizational skills; ability to set and juggle multiple priorities;
- Flexibility to adapt to changing priorities.
- Budgetary management skills.
- Ability to work with minimal supervision under tight deadlines and in pressure situation.
- Strong computer skills, including Microsoft Office Suite, Adobe.
- Project management and event planning of internal and external events.
- Marketing and graphic publications, website and social media skills.

Minimum Hiring Standards:

Education	Bachelor's degree in Business, Public Administration or Education
Years of Experience	A minimum of 5 years of administrative experience in higher education
Years of Management/Supervisor Experience	

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer