



CLARK ATLANTA UNIVERSITY

Job Description

Position: Senior Executive Assistant to the President

Location: Clark Atlanta University – Atlanta, GA

Department: Office of the President

Employment Type: Full-Time | On-Site | Includes Evenings/Weekends as Needed

Reports To: Special Assistant to the President | Chief of Staff

Position Summary

The Senior Executive Assistant to the President provides high-level administrative, and operational support to ensure the effective functioning of the Office of the President (OTP). This role requires exceptional judgment, discretion, and initiative. The Senior Executive Assistant manages the President's complex schedule, oversees sensitive communications, coordinates high-stakes engagements, and ensures seamless execution of all administrative and logistical details. This individual must quickly develop a thorough knowledge of Clark Atlanta University's administrative policies, procedures and operations, as well as develop an understanding of the University's role within the greater Atlanta community, the state and the nation.

The Senior Executive Assistant to the President must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations and maintain a realistic balance among multiple priorities. The successful individual must have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

The individual works closely with the Special Assistant to the President | Chief of Staff, senior administrators, Trustees, donors, alumni, and external partners to advance the President's priorities and the mission of the University. The Senior Executive Assistant to the President works closely with the Special Assistant to the President | Chief of Staff to ensure that inquiries and actions that arise from external and internal constituencies are made known to the President and/or are efficiently channeled to the appropriate entity within the University for resolution.

The Senior Executive Assistant to the President is part of a collegial administrative team dedicated to providing accurate, insightful, and timely administrative leadership, support, and oversight for the effective and efficient operation of the Office of the President.

Key Responsibilities

Executive Scheduling & Calendar Leadership

- Manages the President's daily and long-term calendars, ensuring alignment with institutional priorities and strategic commitments.
- Plans, coordinates, and ensures the President's schedule is followed and respected, serving as a trusted partner in protecting the President's time.
- Works in concert with the Special Assistant to the President | Chief of Staff to evaluate meeting requests, determine priority, and create "gatekeeper" and "gateway" pathways that support effective access to the President.
- Collaborates with the Special Assistant to the President | Chief of Staff coordinate one-on-one meetings with Trustees, alumni, donors, and external partners on behalf of the President.
- Coordinates with key contacts from various external organizations regarding the President's involvement in leadership positions, board memberships, community affairs, and similar activities (i.e., United Negro College Fund, Atlanta Regional Council for Higher Education, National Association of Independent Colleges & Universities, Metro Atlanta Chamber, Atlanta Committee for Progress, and Google-Historically Black Colleges & Universities President's Council).

Travel, Transportation & Event Logistics

- Works with the Executive Assistant to arrange complex and detailed travel plans, itineraries, agendas, and lodging accommodations for domestic and international travel.
- Manages the President's registration process for conferences, events, and speaking engagements.
- Schedules executive transportation details with CAU Chief of Police and works with the President's assigned driver to coordinate transportation for daily campus travel and external engagements.
- Facilitates requests for access to the President's golf carts in conjunction with Public Safety.
- Ensures seamless logistics and on-site management for off-site meetings, retreats, and Executive Leadership Team engagements.
- Collaborates with the OTP Executive Assistant to complete and submit complex travel reports in accordance with University policy and required timelines.
- Attends and coordinates in collaboration with the Special Assistant to the President | Chief of Staff activities related to hosting the President's Stadium Box during home football games and monitors the approved guests' list to ensure capacity is not exceeded.
- Provides greeting and reception services for University related events hosted at the President's Residence

Communications, Correspondence & Information Flow

- Composes, edits, and prepares correspondence, briefings, and documents, including materials of a confidential or sensitive nature.
- Maintains a daily telephone call log and reviews it with the President to ensure timely follow-up.
- Provides text reminders to the President 30 minutes prior to a scheduled event and/or meeting and follows up with a phone call if needed.
- Processes all incoming and outgoing mail, coordinating with the Special Assistant to the President | Chief of Staff to ensure appropriate routing, tracking, and follow-up on key issues.
- Signs faculty contracts in DocuSign on behalf of the President.
- Provides a communication bridge for smooth communication between the President's Office and internal departments, fostering credibility, trust, and strong working relationships across senior leadership.

Issue Management, Research & Follow-Through

- Researches, prioritizes, and follows up on issues and concerns addressed to the President, including those that are highly confidential or sensitive.
- Anticipates needs, identifies potential challenges, and proactively recommends solutions.
- Prioritizes conflicting demands; handles matters expeditiously, proactively, and follows-through on projects to ensure timely successful completion of projects, often under tight deadlines.
- Tracks and monitors requisitions and documents requiring the President's approval, including all contracts and purchases at or above the \$150,000 signing threshold.

Operational, Financial & Administrative Oversight

- Manages the Office of the President's (OTP) budget and expenses, including CAU Bookstore purchases, Sodexo orders, and other operational expenditures.
- Processes invoices for payment by Accounts Payable.
- Works with Institutional Advancement, University Relations, and other divisions to maintain an accurate and up-to-date contact database for the President, with particular attention to external constituents.
- Ensures the secure handling of confidential information and maintains organized systems for records, documents, and communications.
- Supports the Special Assistant to the President | Chief of Staff in ensuring the operational efficiency and strategic alignment of the Office of the President.

Qualifications

- Bachelor's degree required; advanced degree a plus.
- 7–10 years of progressively responsible executive-level administrative experience, preferably in higher education, government, or a similarly complex environment.
- Demonstrated ability to manage sensitive information with discretion and sound judgment.
- Exceptional written and verbal communication skills.
- Strong organizational, project management, and problem-solving abilities.
- Proven ability to work independently, anticipate needs, and adapt in a fast-paced environment.
- High level of professionalism, emotional intelligence, and interpersonal skill.
- Proficiency with Microsoft Office Suite, scheduling platforms, and CRM/contact management systems and generally comfortable with existing and emerging technology to include artificial intelligence applications.