



Clark Atlanta University Job Description

Position Title:	Executive Assistant to the Chief Information Officer
Department:	Office of Information technology and Communications
Reports To:	VP/Chief Information Officer

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

General Function (Description):

This position requires a proactive, detail-oriented, organized and tech-savvy individual to provide high-level and comprehensive administrative support for the CIO. The Executive Assistant is responsible for day-to-day key functions in collaboration with the CIO to ensure successful leadership, strategy initiatives and goals. Oversees the coordination and monitoring of the OITC department to assist in meeting organizational goals and objectives. Develops strategies, evaluations, and allocating budgets and resources across the department.

Examples of Duties and Responsibilities:

- Serve as the primary point of contact for internal and external stakeholders, ensuring effective communication and collaboration.
- Manages a demanding calendar, prepares reports, presentation and Board related materials, drafting and handling correspondence, and coordinates travel arrangements and other related logistics.
- Manage and prioritize incoming emails, inquiries, and requests, ensuring timely and appropriate responses.
- Maintain confidentiality and handle sensitive information with discretion.
- Conduct research and gather relevant information to support decision-making processes.
- Coordinate and facilitate IT-related projects, including monitoring progress, tracking deadlines, and ensuring deliverables are met.
- Stay up-to-date with the latest IT trends and technologies, providing insights and recommendations to enhance efficiency and productivity.
- Support the OITC team in day-to-day operations, including budget management, procurement, and vendor relationship management.
- Collaborate with cross-functional teams to facilitate effective communication and information sharing.
- Excellent organizational and time management skills, with the ability to multitask and prioritize tasks effectively.
- Strong problem-solving and critical-thinking abilities.

- Flexibility and adaptability to changing priorities and deadlines.
- Ability to work independently and collaboratively in a fast-paced environment.
- Other duties as assigned

Knowledge, Skills and Abilities

- Proven experience as an executive assistant, office manager or in a similar role.
- Strong knowledge of IT concepts, terminology, and processes.
- Proficiency in using productivity tools, such as Microsoft Office Suite, Enterprise Resource Planning and other collaborating software.
- 5+ years providing top tier administrative support to C-Suites and Senior Level Management.

Minimum Hiring Standards

Education	Four-year college degree and relevant experience.
Years of Experience Required	5+
Years of Management/Supervisor Experience	N/A

In Process