



## CLARK ATLANTA UNIVERSITY Job Description

<b>Position Title:</b>	<b>Administrative Assistant and New Leaders Liaison</b>
<b>Department:</b>	<b>Educational Leadership</b>
<b>Reports To:</b>	<b>Program Directors</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):***

Provides professional support to the Program Directors for Educational Leadership in all areas of the division as needed. This individual will be responsible for organizing and coordinating office operations and procedures to ensure smooth operation of the office and advises on organizational and institutional matters under this position's span of control. The Administrative Assistant also performs the following: participates in the day-to-day management of Educational Leadership; interfaces with faculty, staff, students and the general public to address concerns; assists with administrative and staff service functions of the division as needed; collaborates well with others in Educational Leadership to ensure successful day-to-day operations of the office; and provides quality assistance in preparing reports to necessary constituencies. Possesses proficient computer skills in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher and Access), and social Media web platforms. The ideal candidate for this position is very punctual, organized, detailed-oriented, flexible, and possess a "can do" attitude. This position may require some evening and/or weekend hours.

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

- Coordinates and manages the daily schedule of the Program Directors.
- Drafts correspondence, presentations and other documentation as required.
- Keeps a well-organized and systematized database of records.
- Accompanies the Program Directors to meeting as required.
- Reviews and directs mail, telephone calls, etc. to other appropriate areas as needed.
- Records and transcribes minutes from various University meetings.
- Processes all New Leaders paperwork and associated activities
- Arranges all travel and itinerary planning for the Program Directors in the course of University business.
- Assists the Program Directors with the preparation of all required reports including Board reports, and any local, state and federal governmental reports.
- Designs and implements office policies and procedures as needed.
- Assists with the preparation of information for workshops, retreats, special events, etc.
- Assists in maintaining and monitoring office budget and requisition process for operating office.

- Maintains all departmental office records and ensures filing system is up to date.
- Orders and maintains office supplies inventory as needed.
- Performs other related duties as required.

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

- Must have exceptional interpersonal, organizational, verbal and written communications skills.
- Must have the ability to strictly adhere to confidential standards in all matters pertaining to this position.
- Must have exceptional communication and interpersonal skills.
- Must have high proficiency in writing and editing skills.
- Must have the ability to multi-task in a fast-paced environment.
- Must have the ability to anticipate and resolve problems and the ability to deal with guests when they are angry or upset.
- Must be proficient in the use of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.), and Social Media web platforms, and working knowledge of office practices and methods.
- Must have the ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Must have the ability to establish and maintain effective work relationships with students, faculty, staff and the public and the ability to represent the Educational Leadership division and the University in a friendly, courteous, and professional manner.
- Must be willing to work some evening and weekend hours.

***Minimum Hiring Standards:***

<b>Education</b>	Associates Degree or Higher
<b>Years of Experience</b>	3 years of Higher Education and/or related experience
<b>Years of Management/Supervisor Experience</b>	N/A

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