



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Executive Assistant to the Vice President of Facilities Management
Department:	Facilities Management
Reports To:	Vice President of Facilities Management

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):

This position involves high-level administrative support for the Vice President of Facilities Management to ensure she/he can efficiently accomplish key tasks and organizational initiatives. The Executive Assistant is responsible keeping the VPFM's communications organized so that she/he can easily access the most important information without having to sort through low-priority items. Other duties and responsibilities involve the oversight of the Facilities Management's office operations.

Examples of Duties and Responsibilities:

Provides complex and confidential support requiring discretion and independent judgement in matters of significance.

Provides complex administrative support for the VPFM and Office of Facilities Management, which includes, making travel arrangements; purchasing and initiating payment for office supplies, equipment, and services; coordinating hardware and software support; processing and monitoring basic office forms; communications, budgeting, workflow, inquiries, and/or other related information.

Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf.

Organizes, designs, and maintains a comprehensive and accurate filing system for classifying, retrieving, and disposing of correspondence, records, reports, and other documents.

Screens all visitors, calls and determine what level of support they need while offering polite, professional customer service.

Participates in developing and monitoring budgets, grants, initiatives, and/or other grant funding sources as assigned. Analyzes financial constraints and timelines, prepares and analyzes financial reports, and prepares requisitions and budget revisions.

Provides administrative support for the VPFM in preparation of University Board of Trustee Committee materials.

Maintains departmental, personnel, and correspondence records; prepares student payroll records as required. Bills departments for services rendered, processes invoices/data entry and monitors receipts.

Compiles information, prepares regular, complex, and special reports on departmental activities; maintains departmental records/databases and provides necessary documentation as needed for internal and external use.

Manage the VPFM's daily calendar, including scheduling and organizing meetings, confirming appointments, writing itineraries, organizing catering when necessary, and prioritizing the most sensitive matters.

Ensures all assigned tasks are following University policy.

Performs other duties as assigned.

Knowledge, Skills and Abilities:

1. Time management and ability to meet deadlines.
2. Ability to handle sensitive and extensive confidential data.
3. Knowledge of various computer software equipment and operation; candidate must be proficient in Microsoft Office Products, in particularly Word, Excel, Power Point, and Outlook.
4. Excellent oral and written communication skills.
5. Problem-solving and decision making; ability to problem-solve unexpected scheduling conflicts for the VP and other office-related issues.
6. Strong organizational skills and ability to multitask.
7. Proactivity and self-direction.

Preferred Qualifications:

Proficient in Banner software system

Minimum Hiring Standards:

Education	Four-year college degree in a field relevant to the work assigned
Years of Experience	5-10 years in a leadership or senior level administrative role preferred.
Years of Management/Supervisor Experience	N/A

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