



# CLARK ATLANTA UNIVERSITY

## Job Description

<b>Position Title:</b>	Senior Executive Assistant
<b>Department:</b>	Academic Affairs
<b>Reports To:</b>	Provost and Senior Vice President for Academic Affairs

*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 Senior Executive Assistant to the Provost and Senior Vice President for Academic Affairs (SVPAA) is responsible for providing administrative assistance with the development, management, and coordination of all administrative office procedures in the Office of the Provost. The Senior Executive Assistant must be organized, a team player but also able to work independently, and must be able to adjust to changing situations, interact with diverse groups of people, work under pressure and meet tight deadlines. The Senior Executive Assistant must also possess leadership and management ability, be able to work in a highly confidential environment, provide quality service internally and externally, and manage multiple priorities.

**Duties and Responsibilities:**

<b>RESPONSIBILITIES</b>		<b>PERFORMANCE STANDARD</b>
1.	Assist Provost and Senior Vice President for Academic Affairs (SVPAA) in the day-to-day administration and management of the office.	Independent, responsive, accurate execution of duties.
2.	Manages the intake and ensures the timely response to all correspondence. Directs routine correspondence to appropriate administrative areas. Drafts responses to routine correspondence.	Records, tracks, and ensures appropriate distribution of correspondence and ensures a timely response.
3.	Coordinates all appointments, meetings, and reporting requirements for the Provost and SVPAA and the Office of the Provost.	Keeps an accurate calendar and records to inform Provost of daily schedule, weekly and monthly appointments, meetings, and obligations.
4.	Assists with the planning and preparation of meetings and assists with special projects.	Reserves rooms, makes travel arrangements, prepares public information materials, processes travel vouchers, makes food service arrangements and otherwise coordinates administrative arrangements for special events.
5.	Interfaces with faculty, staff and others conducting business with the Office of the Provost.	Maintains a pleasant, professional manner in relations with all persons who contact, visit or work at the University.
6.	Takes notes and prepares minutes for Board of Trustee and academic meetings and prepares information packets for such meetings.	Prepares minutes in a concise and timely manner and distributes them and other materials for the meetings to participants at least one day before the meetings.
7.	Provides administrative oversight for restricted and unrestricted budgets of the Office of the Provost.	Maintains accurate and complete budget files; ensures that requisitions have authorized signatures and are routed through proper channels.

8.	Manages faculty database.	Maintains accurate information on faculty including name and address, rank, title, salary, promotion, and tenure status, sabbatical and leave status. Prepares faculty contracts in a timely manner. Maintains accurate information on adjunct faculty.
9.	Formats major institutional documents, prepares printed copy for research reports, proposals, and special studies.	Ensures accuracy and quality appearance of institutional documents and correspondence.
10.	Prepares printed copy for reports and proposals and special studies and other appropriate documents.	Formats reports, proposals, and PowerPoint presentations using appropriate software as required.
11.	Maintains filing system and office library of academic resource materials.	Ensures that all correspondence, reports, and other files are kept accurately; maintains familiarity with contents and location of office files; updates files as necessary.
12.	Maintains an inventory of supplies and equipment; requisitions supplies and materials as needed or requested.	Check supply area monthly and requisitions general office supplies required; requisitions special materials and equipment as requested; ensures cost-effectiveness of requisitioned items.
13.	Assists with preparation of information for workshops, retreats, special events, etc.	Requisitions supplies and resource materials in a timely manner; reserves conference rooms, etc.; performs related duties as required.
14.	Performs other assignments or duties as circumstances require.	Handles unexpected situations using good judgment, tact, and appropriate procedures.

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

- Advanced technical skills in the use of various software packages used in technical writing and desktop publishing.
- Exceptional proficiency in the use of Microsoft Applications including, Word, Excel, PowerPoint and Access: and working knowledge of other software packages.
- Ability to design and layout documents in presentation form.
- Ability to understand oral and written instructions and follow through.
- Knowledge and competency to independently carry out general office procedures with ongoing follow up when necessary.
- Ability to understand and follow university policies, procedures and regulations and execute in an independent fashion.
- Ability to independently execute a variety of responsibilities.
- Ability to organize and keep accurate records.
- Ability to work independently and dependently as situations dictate.
- Must be a self-starter and self-motivated.
- Strong interpersonal and communication skills, effective with various staff levels.
- Ability to work with confidential information.
- Adaptability and flexibility in a changing environment.

***Minimum Hiring Standards:***

<b>Education</b>	Bachelor's degree in Business Administration or related discipline; Master's degree preferred.
<b>Years of Experience</b>	Five to eight years of experience in academic or corporate senior executive office required. knowledge of organizational protocol and the ability to initiate and carry out general office procedures in a higher education environment; strong technical and communication skills in editing/proofreading and an excellent command of the English language. Must be able to manage logistics and make reasonable judgments on issues and problem situations not requiring the direct attention of administrators; assist with the preparation of information for workshops, meetings, retreats and special events; maintain the confidentiality of office information; handle faculty/staff contract processing and maintain related databases and files as directed by office administrators; must be able to work without constant supervision.
<b>Years of Management/Supervisor Experience</b>	Some experience is preferred.

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