

Clark Atlanta University

Job Description

Position Title:	Executive Assistant to Dean
Employee:	
Department:	School of Education – Office of the Dean
Reports To:	Dean, School of Education

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 or personnel so classified.

General Function (Description):

The Executive Assistant to the Dean will serve as the chief aid to the Dean and is responsible for the efficient operation of the Dean's office, including management of scheduling, staffing and operating procedures, answering the telephone, maintaining the dean's calendar, composing meeting minutes and developing meeting agendas. Additional duties include coordinating the Dean's meetings, activities, and managing projects. Will also provide direct administrative support to the Dean by preparing correspondence and maintaining files, coordinating meetings with external stakeholders, coordinating travel arrangements, filing expense reports, scheduling meetings of the SOE Advisory Board, SOE Program Directors/Coordinators, and coordinating the intake and distribution of documents that require the Dean's signature. Serve as budget analyst for accounts under the Office of the Dean, and other special accounts as assigned by the Dean. Train and supervise graduate assistants, work study students and other employees, and support and work cooperatively with support staff members in all areas of the School of Education.

Examples of Duties and Responsibilities:

1. Assumes the primary administrative support lead in the development and implementation of office, objectives, policies and procedures.
2. Maintains appropriate files and prepares correspondence and reports and other written documentation as necessary.
3. Manages interoffice communications with students, staff and faculty.
4. Facilitates planning of special events such as conferences and ceremonies; provides logistics for special meetings/conferences at the Dean's request.
5. Maintains confidentiality and discretion regarding personnel (faculty and staff), fiscal affairs and student related matters.
6. Performs other duties as required.

Knowledge, Skills and Abilities:

- Knowledge of office policies and procedures within a higher education environment.
- Expert knowledge of Microsoft Office.
- Excellent interpersonal and writing skills.
- Ability to organize, coordinate and implement projects.

- | |
|--|
| <ul style="list-style-type: none">• Ability to assume initiative and leadership when required. |
|--|

Minimum Hiring Standards

Education	Bachelor’s Degree with a minimum of five years administrative experience.
Years of Experience Required	5 years in an administrative role, preferably in an academic setting, or equivalent combination of education and experience.
Years of Management/Supervisor Experience	5 years of managerial/supervisory experience.

_____ Employee
_____ Manager/Supervisor
_____ Human Resources

_____ Date
_____ Date
_____ Date