

Clark Atlanta University Job Description

Position Title:	Executive Administrative Assistant
Department:	Title III Program Administration
Reports To:	Executive Director for Title III Programs
Time and Effort:	100%

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 supports the Title III Executive Director and Title III office team through exceptional administrative support functions. Performs a variety of complex, responsible and confidential administrative duties. These duties will include but are not limited to the following: receive incoming information, manage office visitors, manage office supplies, assist with response to inquiries regarding office procedures and policies, handle correspondence and appointment scheduling; maintain office general filing system; and other related duties as assigned. This position is also responsible for keeping departmental and project meeting minutes and their transcriptions. The Executive Administrative Assistant will have direct responsibility for coordinating and/or monitoring the business of the Executive Director. The incumbent may also perform a variety of routine and specialized administrative tasks that are necessary to support the objectives of the overall Title III program administration. The Executive Administrative Assistant will provide administrative support to the Executive Director, Program Manager and the Title III office team through exceptional administrative support functions. These functions include high-level administrative tasks, reception duties, customer service tasks, and maintaining the general needs of the Title III Administration office. This position must be able to establish rapport and build credibility via excellent communication and interpersonal skills. This position is a 100% Title III funded position.

Examples of Duties and Responsibilities:

- Maintain and monitor all program files, relevant documents, and filing of documents both physically and electronically.
- Registering and tracking all incoming and outgoing physical documents
- Monitor and maintain inventory of office supplies and equipment
- Assists in developing, processing, and monitoring office budget requests and transactions.
- Handles inquiries and initiates responses or refers them to appropriate staff.
- Composes routine correspondence, minutes and proceedings to be reviewed and forwarded to a variety of internal and external constituencies.
- Interfaces with various internal and external constituencies on behalf of the Executive Director.
- Receives and refers visitors, use telephone effectively, respond to inquiries in a professional manner.
- Provide budgetary assistance by maintaining all Program Administration budget records, monitoring statement of office accounts, reconciling office expenditures, and making transfers for office budget
- Initiates requisitions, change orders, travel requests, and similar forms for the Title III Office.
- Develops reports, documents and presentations using computer-based software packages.

- Maintain and monitor the Title III Email and Calendar for the department
- Schedules appointments for the Executive Director of Title III Programs.
- Monitor and maintain inventory of office supplies and materials. Prepares appropriate documents for procurement of services, supplies, equipment and other items to support Title III. Know standard business procedures.
- Make travel arrangements,
- Assist Director and Program Manager in planning and coordinating all workshops, special events and retreats
- Performs other tasks and duties as assigned by the Executive Director.

Knowledge, Skills and Abilities

- Experience in office administration or relevant work experience supporting an executive level administrator.
- Ability to work independently or in a team environment.
- Customer focused and possess good interpersonal skills.
- Ability to interface with a variety of internal and external stakeholders, including senior administrators, staff, faculty and students.
- Knowledge and training in administrative office operating procedures.
- Excellent organizational, interpersonal, written and oral communication skills.
- Knowledge of multiple computer software applications for the office environment; preferably Microsoft Office, BANNER, Windows XP, etc.
- Ability to handle several projects/responsibilities simultaneously and to work independently.
- Ability to interact effectively while coordinating and managing multiple tasks.
- Ability to plan and execute tasks to accomplish specific completion dates.
- Ability to interface with a variety of internal and external stakeholders, including senior administrators and staff, faculty, students and funding agency program officers.
- Perform other logistical and administrative tasks within the program's scope of activities, as instructed by management.
- Persistence, resiliency and commitment to providing the best customer service are important traits to bring to the table.

Minimum Hiring Standards:

Education	Bachelor's Degree preferred or any combination of education and experience providing required knowledge and skills, i.e., equivalent of completion of college courses supplemented by related business/secretarial courses.
Years of Experience Required	Five to Ten years of progressive administrative support experience with federally funded programs in the private, public or non-profit sector.
Other Skills	

Employee		Date
Manager/Supervisor		Date
Human Resources		Date

Developed: 07-06-2023