



Executive Assistant Student Affairs

Salary: Commensurate with Experience

Status: Full-time – benefited (exempt)

Reports to: Vice President for Student Affairs (VPSA)

Summary

The Executive Assistant for Student Affairs will perform a variety of tasks such as routine executive assistant duties, handle confidential information, act as a receptionist, coordinate meetings, and work schedules within the Vice President for Student Affairs Office. The Executive Assistant for Student Affairs will have strong organizational and proofing skills as well as have strong interpersonal skills. The Executive Assistant for Student Affairs will work collaboratively amongst College departments as well as with external community partners.

Responsibilities

- Manage the VPSA's schedule including interviews, meetings and presentations.
- Monitor VPSA's budget and participate in the budget process.
- Compose, edit and prepare correspondence and reports; Student Affairs data entry and Perceptive Content scanning.
- Prepare agendas, attend meetings, take and transcribe minutes as well as assure proper distribution of minutes.
- Receive and respond to public inquiries and/or complaints tactfully and constructively and/or research and assemble required information for response.
- Screen incoming calls, mail, and personal visit inquiries, independently answer routine matters and refer others to appropriate persons.
- Prepare materials such as presentations, reports and compliance emails for the VPSA.
- Make travel arrangements; process registrations and membership dues; order office supplies.
- Develop procedures.
- Administer surveys; compile data and prepare summary reports.
- Follow-up on reports or actions required on a periodic basis.
- Provide quality customer service; maintain confidentiality using tact and discretion.

- Respond to inquiries requiring a detailed knowledge of policies and procedures.
- Process and monitor confidential records, including student conduct files.
- Provide Campus Solutions Security to new users (excluding faculty).
- Title IX Team Member, participate in annual Title IX training.
- Represent the VPSA as requested.
- Perform other duties as assigned.

Minimum Qualifications

- Associate degree; bachelor degree preferred.
- Demonstrated communication skills with the general public.
- Organizational skills with attention to detail and ability to set priorities.
- Experience in Microsoft Office.