Job Title: Executive Administrative Assistant

Division/Department: Administration (#125)  Location: Main Campus

Reports to: President  Position Number: 132

Position Type:  ☑ Full-time  ☐ Part-time  ☐ Student Worker

FLSA Status:  ☑ Exempt  ☐ Non-Exempt  Hours worked Per Week: Approximately 40

POSITION SUMMARY:
Under the supervision of the President, the Executive Assistant provides and coordinates executive-level support to facilitate the leadership and decision making roles of the President; serves as a liaison between the President’s Office and the university-at-large; independently performs a variety of administrative staff support duties that require a range of skills and knowledge of organizational policies and procedures while maintaining a confidential environment; provides and coordinates various support services to the Board of Trustees; maintains and promotes a cooperative, collaborative, customer-focused work environment and effective communication between the Office of the President and members of the public and the organization as a whole.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages the day-to-day administrative affairs of the President’s Office; scheduling all appointments, conferences and speaking engagements and other commitments; handles changes or cancellations as deemed necessary and/or appropriate; provides the President with background information, meeting summaries and/or supporting documents in preparation for scheduled appointments, meetings, and speaking engagements; coordinates with other departments as necessary for speeches and communications for preparation of specific engagements; and maintains and tracks detailed priority list of projects and engagements;

2. Screens incoming calls to the President, determining nature of call and whether or not it requires the attention of the President; takes messages and maintains contact lists, and whenever possible, responds to caller directly based on knowledge of the President’s preferences, office functions, policy, priorities and availability or makes sure the caller receives appropriate transfer to another department.

3. Processes all incoming correspondence received in the Office of the President, prioritizing and determining its disposition; directs mail to appropriate internal staff with instructions and/or suggestions for preparation of a reply; determines which correspondence can be handled by self and takes initiative in drafting responses for the President’s signature based on knowledge of his activities, interests, priorities, and issues. Follows same procedures for electronic mail.

4. Prepares reports for the President by collecting and analyzing information.

5. Handles confidential and sensitive information with poise, tact, and diplomacy; and, maintains and oversees archive of office documents, agreements, minutes, and office materials.

6. Schedules and organizes all activities such as meetings, travel, lodging, car services, and association activities for the President.

7. Greets and manages all visiting members and guests and ensures all of their needs are handled for the duration of their stay;

8. Assists with development and management of the budgets under control of the President’s Office by maintaining budget records, reconciling and verifying vouchers and receipts for accuracy; and, submitting monthly receipts to the Business Office for payment or reimbursement.

9. Facilitates the success of events hosted by the President’s office by scheduling events with appropriate offices and agencies; advising/contacting participants or invited guests; preparing agendas and programs; arranging for audiovisual and associated support equipment; using independent judgment regarding event alternatives, modifications, or last-minute changes; and coordinating or providing support during the events.

10. Serves as a liaison between the President and members of the administrative staff and faculty by soliciting ideas and information from, and providing information to, these groups to promote positive campus
relations.

11. Safeguards the confidentiality of University administration by exercising discretion when communicating information to faculty, students and staff served by the University, and in handling administrative records, files, and similar confidential items.

12. Assists the President in oversight functions by reviewing, monitoring, and approving University personnel time-off requests and implementing the President’s approval in TimelIPS prior to bi-monthly payroll preparation.

13. Serves the President by being an unofficial recording secretary of the President’s Cabinet meetings.

14. Promotes a positive image of the University by responding to inquiries from diverse University constituencies, providing authoritative information regarding University policies or decisions, referring inquiries or problems to the appropriate office or person, resolving problems, and following-up to determine the inquirer’s satisfaction with the response.

15. Serves the Board of Trustees as its Board Secretary by:
   - Assembling and preparing materials for Board of Trustees meetings or electronic conferences.
   - Attending all Board of Trustees regular and special-called meetings.
   - Maintains Board minutes and oversees archive of minutes and materials for the Board of Trustees.
   - Oversees the calendar for the Board of Trustees including scheduling of meetings at request of the Board Chair; coordinating travel arrangements for board members to meeting locations and from hotel to meeting location; and, submits trustee reimbursement of expenses to the Business Office.
   - Plans the Board’s meals and receptions; selects menus and coordinates catering arrangements; selects meeting rooms for Board activities and meetings.
   - Facilitates the success of events hosted by the Board of Trustees by scheduling events with the Board Chair and President; contacting participants or invited guests; preparing agendas and programs; arranging for audiovisual and associated support equipment; using independent judgment regarding event alternatives, modifications, or last-minute changes; and, coordinating or providing support during the events.

16. Performs other duties assigned by the President.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
1. The Executive Assistant should be a committed Christian who identifies with and adheres to the mission of Mid-America Christian University.

2. Associate degree (Bachelors preferred) in related field and three to five years executive level support experience or an equivalent combination of education and experience.

3. Effective oral and written communication skills are required. Requires a command of grammar, punctuation, spelling, and correct usage of the English language.
FILING AN APPLICATION:
Please forward the following (electronically preferred) directly to Human Resources (humanresources@macu.edu):

- Cover Letter
- Resume with a minimum of three references
- Pastoral Letter of Recommendation: Needs to be from a current pastor and to include a verification of current church membership, a description of the applicant’s activity in the local congregation, and an evaluation of the quality of the candidates’ personal commitment to Christ.
- Personal Testimony: An explanation of the applicant’s relationship with God through the Lord Jesus Christ, including a brief account of accepting Christ as personal savior, church membership, and current church involvements.

COMPUTER SKILLS:
Intermediate to advanced computer literacy in Microsoft Word and Excel software. Receptive and committed to learning and utilizing other software that supports the Office of the President.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.