



JOB DESCRIPTION

TITLE: EXECUTIVE ASSISTANT TO THE PRESIDENT
DEPARTMENT: PRESIDENT'S OFFICE
CLASSIFICATION: EXEMPT
REPORTS TO : IAIA PRESIDENT
SUPERVISES : NONE
LAST UPDATED:

SUMMARY OF RESPONSIBILITIES

The incumbent provides a wide range of complex and highly sensitive office management and administrative support to the President and Board of Trustees, which requires the highest level ethical and confidential standards. The Executive Assistant provides the President and Board of Trustees of consummate and pro-active administrative assistance. Supports the mission of the Institute and serves on Institutional Committees as needed.

ESSENTIAL POSITION FUNCTIONS

- Serve as the first point of contact to all inquiries to the President's office, which requires professional and accomplished customer services demeanor at all times.
- Transcribe type and proofread letters, memoranda, forms, reports from notes, rough drafts and verbal or written instructions.
- Take and prepare meeting minutes, report, data, and research paper, as directed.
- Maintain the President's calendar in a timely and accurate manner.
- Serve as the Secretary to the Board of Trustees and maintain official institutional documents.
- Maintain suspense record on all correspondence and action documents, and follows up to ensure a timely reply or action.
- Attend meetings, seminars, lectures, and programs as assigned for *minutes and note-taking* purposes.
- Prepare all travel and meeting arrangements for the President, Board of Trustees, and delegated others.
- Respond to requests from within the Board of Trustees, SAT membership, soliciting responses from the management and other groups within the IAIA community.
- Upon direction from the President, independently research and compile information on various matters requiring management attention and making concise presentation of findings.
- Perform a wide range of interaction with the IAIA's various departments and private companies to set-up meetings and follow-up on various items that were brought up at these meetings.
- Assist IAIA community in response to questions needing clarity on policy and procedures with IAIA.
- Maintain a cordial working environment and relationship within the IAIA President's office. Work well under pressure which plays a vital role in the process of delivery of quality work in a timely accomplishment of various presentations and reports from the President's Office.

- Increase available time for the President to attend to a higher level of institutional issues by assuming a more active role working with Directors, staff and students, to solve immediate problems, coordinate activities, and facilitate communication.
- Develop and oversee the budgets for the President's Office and Board of Trustees.
- Research, draft and maintain a Board Policy Handbook.
- Research Federal Government policy for submitting notices to the Federal Register concerning board of trustees' nominations.
- Coordinate information with the White House Office of Personnel concerning IAIA needs and board nominations
- Inform possible board nominees about the application process, respond to questions from the public about board duties and membership; and document all inquiries regarding board nomination.
- Assume an active role in drafting board agendas and board meeting planning.
- Coordinate board training sessions under the supervision of the President.
- Other duties as assigned.

REQUIRED EXPERIENCE AND EDUCATION

Must have AA Degree and at least five plus years executive assistant-level experience of comparable scope. Must possess expert-level skill and knowledge of all Microsoft Office Software (Outlook, Excel, and Word & PowerPoint). Must have demonstrated background providing executive assistance in a large complex work environment.

PREFERRED: Bachelor's degree and collegiate executive assistance experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated background working without close supervision, so as to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely and accurate manner.
- Proficient and demonstrated expertise and knowledge of up-to-date office practices and procedures.
- Demonstrated and advanced computer literacy with all Microsoft Office Suite software programs.
- Demonstrated skill in the use of standard office equipment.
- Demonstrated skill and ability to prioritize work assignment and organize multiple tasks, so as to complete assignments, projects and/or tasks in an accurate and timely manner.
- Ability to maintain confidentiality and adhere to the highest standards of judgment, discretion and diplomacy.
- Demonstrated willingness to take self-initiative and self-direction.
- Ability to establish and maintain effective working relationships with all levels of personnel within the Institute and with external constituents.
- Excellent writing skills (grammar, vocabulary and punctuation), in order to draft and create a wide range of documents for the President's office.
- Excellent verbal communication skills (grammar, vocabulary and tone), in order to effectively and efficiently interact with a wide-range of internal and external audiences.
- Excellent interpersonal and customer-service skills, in order to resolve issues and/or concerns that reach the President's office in a positive, professional and constructive manner.
- Proven ability adhere to appropriate standards of conduct and ethics, including:
 - ability to represent the President's office professionally
 - confidentiality
 - integrity and honesty
 - ability to follow directives
 - ability to adapt to changing work environments
 - ability to cooperate and work respectfully with others
 - ability to participate pro-active problem solving
 - ability to focus on and attend to job duties with diligence and motivation

- ability to participate in meetings as required
 - ability to engage in communications which are only appropriate or professional
- Ability to interact and work successfully with faculty, students and staff as related to job responsibilities, which includes maintaining a cordial environment in the President's Office.
- Ability to demonstrate, courteous, and professional attitude and presence.
- Ability to work well under pressure and play a vital role in the process of delivery of quality work in a timely manner.

WORKING CONDITIONS

- Ability to sit for extended periods of times, using a computer work station.
- Ability to read and interpret basic to complex data/information/guidelines/procedures, etc. related to the administration of an executive-level office, related data, records and information.
- Ability to create /draft a wide range of word or financial documents.
- Ability and skill to ensure the highest level of security and confidentiality of confidential/sensitive financial data/information.
- Occasional travel for meetings, conferences, and other events using personal vehicle or company vehicle.
- Performance evaluation will be based on the performance results of job duties as described herein.
- Management has the right to revise this job description at any time, with or without notice.
- This job description does not list all the duties of the job.
- The job description is not a contract for employment.