



JOB DESCRIPTION

Job Title: Executive Assistant to the VP for Business Affairs and CFO
Department: Business Office
Reports to: VP For Business Affairs and CFO

JOB SUMMARY

Reporting directly to the Vice President for Business Affairs and CFO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant will provide advanced, diversified administrative support of a substantial and confidential nature to the VP. They will independently and proactively solve problems and handle issues without specific instructions or prescribed procedures, and with delegated authority to exercise discretion and judgment regarding matters of significance on behalf of the VP. This job supports all areas under the VP's direction, including Finance, Information Technology, and Human Resources.

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Essential Functions

- Facilitate the efficient utilization of the VP's time through development and coordination of a complex calendar of appointments and associated logistics; independently commit the VP's time to those requesting access to them based on an in-depth understanding of the VP's priorities and needs and their role within the university framework.
- Independently prioritize, plan, coordinate and/or oversee logistics for meetings and conferences with individuals and entities internal and external to the university, including executive and senior level staff.
- Serve as a liaison between the VP and other university administrators, public and private officials, various boards, faculty, staff, students, and the various publics served by the university by communicating and/or interpreting policy, decisions, and documents issued by university, gathering information and providing information to the VP; keep the VP informed of all matters requiring their attention.
- Compose correspondence; develop, review and edit presentations and documentation; independently research and analyze associated issues and/or compile materials needed for presentation and/or decision making purposes.
- Oversee and/or manage multiple projects; anticipate and track critical dates, events and organizational issues for the VP; follow up with appropriate parties to ensure deadlines are met.
- Support other Associate VP positions in Business Affairs (Chief Information Officer and Controller) with administrative tasks.
- Direct staff to perform various tasks and assignments.
- May also supervise student workers as needed.

Qualifications

- Bachelor's Degree required
- 4 years of progressive experience in administrative/executive support
- Excellent written and verbal communication
- High attention to detail
- Ability to work with those of diverse cultures and backgrounds
- Proficient in Microsoft Office (Word, Excel (pivot tables), and PowerPoint), Gmail and Google Drive (Docs, Sheets (pivot tables), Sites, Groups), Adobe Acrobat, DocuSign, and Zoom
- Valid CA driver's license and reliable form of transportation
- Excellent attendance and punctuality, collegial and diplomatic behavior at work, and work performance to the satisfaction of management are essential functions of the position.

To apply, please send cover letter and resume to tshornack@palolito.edu.