President’s Office – Assistant to the Chief of Staff/Researcher

The Assistant to the Chief of Staff/Researcher is responsible for administrative support to the Chief of Staff and the President. The position includes a wide-range of responsibilities that includes special projects for the Office of the President and other groups as identified by the Chief of Staff and the President. This position requires a team player who can handle shifting priorities and multiple tasks within a heavy workload. It also requires the ability to work independently and exercise good judgment with respect to sensitive and confidential issues.

Qualifications:

- High School diploma or GED.
- Typing or business practice courses preferred.
- Seven or more years progressive experience in a responsible secretarial/clerical position.

Desired Minimum Qualifications:

- At least 3 years experience on a college campus.
- Exhibit computer literacy with expert knowledge of Windows environment, work processing and database management, including Microsoft Office Products: Word, Excel, Power Point, Outlook Mail and Calendar.
- Perform duties effectively and with the highest degree of confidentiality.
- Exhibit strong interpersonal and customer service skills in dealing with all constituencies.
- Perform all levels of support with tact, diplomacy and good judgment.
- Possess a strong work ethic and exhibit initiative. Must be a self-starter, have the ability to work independently and as a member of a team.

Essential Duties and Responsibilities:

- Composes, drafts, and/or types letters for signature of the President and departmental regular and confidential correspondence, reports, and documents accurately and in a timely manner.
- Coordinates all arrangements for receptions and special events hosted by the President.
- Types and proofreads President’s speeches and maintains files for same.
- Provides secretarial/clerical support to the Office of the President, departmental committees, sub-committees and programs as necessary.
- Provides secretarial/clerical support to the Office of the Board of Trustees.
- Assists with coordination, arrangement and preparation of material for meetings of the Board of Trustees.
- Provides secretarial/clerical support to all meetings of the Board of Trustees.
- Edit, format, disseminate, and place in permanent files, including archives, all minutes from meetings as requested.
- Collect/compile and disseminate information and/or conduct research as needed by the Office of the President.
- Act as the liaison for groups as identified by the Chief of Staff and President: includes posting and archiving of meeting materials as well as the posting of important dates on the master calendar.
- Assist with the preparation of upcoming agendas and follow-up items.
- Assist with the organization and planning of selected department activities, meetings, and events including scheduling, reminders, set-ups, break-downs, greeting visitors, etc.
- Work together with other staff member(s) in the office to ensure office efficiencies. This includes maintaining up-to-date files, answering phones, greeting guests, calendar assistance, bulletin board, office coverage, etc.

Perform other relevant duties assigned by the Chief of Staff and the President.

**Working Conditions:**
Work is primarily performed in a university campus environment. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.