ADMINISTRATIVE ASSISTANT,  
OFFICE OF THE PRESIDENT

Department: Office of the President

Reports To: The administrative assistant is ultimately responsible to the President. For the daily function of the office, the assistant will receive daily direction and oversight from the Executive Director of Operations.

Essential Responsibilities:
1. Welcomes guests to the President’s Office and maintains a reception area for visitors
   • Creates and maintains a professional work environment for the Office of the President

2. Provides general support for the President’s Office
   • Coordinates management of daily operations in the President’s Office;
   • Coordinates the President’s calendar and daily schedule arranging for private meetings with faculty/staff, students, donors, Board of Trustees, and off-campus individuals and groups;
   • Strict calendar management and prioritizing of communications;
   • Formulates itineraries and makes arrangements for the President’s travel;
   • Receives, screens, and disseminates or responds to incoming phone calls received by the President’s Office;
   • Opens and distributes mail;
   • Acts as “gatekeeper” in determining whether contacts to the President’s Office (mail, faxes, phone calls, personal visits) require direct attention by the President or should be appropriately delegated to other individuals;
   • Provides general clerical services as required by the President;
   • Prepares reports and correspondence as required by the President;
   • Establishes an organizational system for and maintains office files;
   • As needed, takes meeting minutes or notes and creates executive summaries;
   • Exercises highest level of discretion.

3. Supports the Office of the President in planning and execution of virtual meetings and events (Microsoft Teams and Zoom)
   • Create meeting invitations with links to video calls and ensure all participants are able to successfully access the meeting;
• Work with IT to prepare for and execute larger format virtual events, e.g. online presentations via Teams Live (training to be provided by IT);
• Attend virtual events as requested in order to provide administrative support, e.g. note taking.

4. Under the supervision of the Executive Director, will coordinate and plan special events sponsored by the President’s Office (invitations, responses, facilities, food services, etc.), including:
   • Annual Gathering Days for faculty and staff;
   • Annual Faculty and Staff Christmas lunch;
   • All invitation events in the President’s Residence; and
   • Other events as necessary.

5. Arranges schedules and prepares/distributes agenda for committee/group meetings chaired by the President.

6. Oversees the budget for the President’s Office, including monthly reconciling of Purchase Card transactions.

7. Coordinates with the Office of Advancement the President’s work as it relates to fund-raising and prepares appropriate follow-up reports for the Office of Advancement files.

8. Provides support for the CFO/Vice President for Finance and Administration in the following areas:
   • Maintain proper records for insurance policies, city or county public way permits and licenses, and construction project invoices and lien waivers.
   • Coordinate responses to University inquiries as needed.
   • Assist with scheduling, primarily as it pertains to Board of Trustees committee meetings.

9. Serves as professional support staff to the Board of Trustees. Duties performed under the direction of the Executive Director:
   • Coordinates all aspects of Board of Trustees meetings including reservations and scheduling;
   • Coordinates preparation and distribution of meeting materials;
   • Prepares, distributes, and maintains minutes and other records resulting from Board meetings;
   • Maintains a compendium or manual of Board actions and maintains historical records on Board member participation;
   • Coordinates scheduling and preparing materials for the annual New Trustee Orientation;
   • Oversees the preparation of periodic communication pieces with trustees and former trustees.

10. Provides oversight of the ongoing maintenance of documents that are legally or functionally important to the operation of the University.
   • The North Park University Bylaws
   • The Board of Trustee Handbook;
   • The Board Policy Manual;
   • Other documents deemed necessary.
11. Assists the President in the performance of duties, including implementing special projects or other duties as assigned by the President.

Essential Qualifications:

- Understanding of, personal commitment to and ability to articulate the North Park University mission and identity.
- Committed to and an articulate supporter of the university’s mission, identity, and Christian faith commitment.
- Strong interpersonal and organizational skills and excellent written and oral communications skills.
- Strong computer information system skills, including high level competence in Microsoft Office (especially Word, Excel, Outlook, and Power Point) and ability to learn other systems as necessary.
- Proven ability to work independently and to exercise sound judgment.
- Must be able to meet deadlines in a fast-paced environment.
- Proactive approach to problem solving.
- A positive demeanor and an ability to relate to a broad range of individuals inside and outside the University.
- Respect for confidentiality and sensitivity in handling all matters in the President’s Office.
- Bachelor’s degree or equivalent experience is desirable.
- A minimum of five years of related work experience is desirable.
- Ability to maintain regular office hours and occasionally work evenings and weekends.

Effective Date: 2020

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.