ADMINISTRATIVE ASSISTANT,
OFFICE OF THE PRESIDENT

Department: Office of the President

Reports To: While the administrative assistant is ultimately responsible to the President, they report to and receive daily direction and oversight from the Chief of Staff.

Essential Responsibilities:
• Provide overall support and maintain a highly organized, professional work environment for the Office of the President
• Coordinate management of daily office operations, welcome guests to the office, and maintain reception area for visitors
• Provide administrative support including generation of agendas, reports, correspondence, meeting minutes, and executive summaries as needed
• Oversee the distribution of communications sent from the Office of the President
• Manage communications (mail, email, phone calls) received by the Office of the President; provide strong leadership in prioritizing and delegating responses as needed
• Manage the President’s daily calendar and coordinate all necessary logistics for meetings with faculty, staff, students, parents, alumni and friends, senior team, Trustees, and affiliated individuals and organizations. This includes scheduling in-person, virtual, and off-campus appointments as well as campus events, managing necessary travel arrangements and itineraries, and assisting with follow-up meetings and communications as appropriate
• Provide administrative support for the Chief of Staff as well as the Board of Trustees, under direction of the Chief of Staff:
  • Coordinate all aspects of full Board and committee meetings
  • Manage administrative documentation, including preparation and distribution of materials and maintenance of historical documents
  • Prepare, distribute, and maintain minutes and other records
  • Coordinate scheduling and preparing materials for the annual New Trustee Orientation;
  • Oversee preparation and distribution of periodic communication pieces with Trustees and former Trustees
• Collaborate with additional departments and divisions as needed, including coordination with the Office of Advancement on the President’s fundraising responsibilities and initiatives
• Provide support and coordination for special events hosted by the Office of the President
• Manage budget, including monthly reconciliations for Purchase Card transactions and invoices
• Provide 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.
- Reconcile purchase card transactions.
- Assist with scheduling of unit budget meetings

- Provides supervision and management of Hawkinson House, the University-owned President’s residence
- 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
- Assists the President and Chief of Staff in the performance of duties, including implementing special projects or other duties as assigned

**Essential Qualifications:**

- Understanding of, personal commitment to and ability to articulate the North Park University mission and identity.
- Strong interpersonal and organizational skills and excellent written and oral communications skills.
- Demonstrable discernment and discretion
- 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.

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