Job Description

Job Title: Assistant to the President

Department: President’s Office

Job Category/ FLSA Status: Exempt

Accountability: President

Authority: NA

Position Description:
The Assistant to the President provides assistance to the President as the primary point of contact for internal and external constituencies on matters pertaining to the Office of the President. The Assistant to the President also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach, external relations efforts and major donor engagements; and oversees special projects.

Major/Essential Functions:

- Communicates directly, and on behalf of the President, with Board members, donors, Foundation staff, and others, on matters related to President’s programmatic initiatives in coordination with the executive assistant to the president.
- Works with Corporate Communications and Marketing to assist with radio, television and other media productions on behalf of the President’s Office.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff in coordination with executive assistant to the president.
- Works closely and effectively with the President to keep him well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
- Coordinates with the executive assistant to ensure all aspects of the President’s Office operations are organized and functioning in a professional manner.

Duties/Responsibilities:

- Composes complex and confidential correspondence, briefs, presentations and other notes.
- Conducts theological research and prepares presentations and studies.
- Prepares reports and conducts general research, analysis and assessment.
- Manages projects as assigned and tracks information and reporting required of executive leadership to ensure the quality and quantity of content, and that submissions meet timeline requirements., and interacts with executive leadership to fulfill requirements as necessary.
- Collaborates with the executive assistant in providing high-level and confidential support in coordinating CBS Board meetings including agendas, distribution of information, and scheduling of committee meetings with committee Chairs.
- Assists the executive assistant and the president with major donors and PACE activities.
• Assists in maintaining college documents and records for the Office of the President.
• Assists in arranging programs, events, or conferences by arranging for facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget.
• Assists in the preparation of records such as agenda, notices, minutes, and resolutions for institutional meetings.
• Assists with revision and creation of administrative policies and procedures from President’s office.
• Performs related duties as required.

Qualifications:

Required:
• Bachelor’s Degree (B.S.) in Biblical Studies or Theology or the equivalent and three to five years of related experience and/or training or equivalent combination of education and experience.
• Be a committed Christian and in good standing with a local church
• Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation

Preferred:
• Master’s in theology or equivalent and three to five years related experience and/or training or equivalent combination of education and experience.
• Bilingual in English and Spanish.

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):
• Strong theological skills.
• Ability to utilize discretion and judgment when liaising with board members, donors and other key college constituents.
• Ability to work independently as well as interact and work well with others in a team and individual basis.
• Excellent ability to edit and communicate clearly and consistently, both verbally and in writing.
• Ability to effectively communicate with students, administrators and external agencies.
• Ability to manage multiple projects simultaneously while achieving goals and objectives.
• Ability to review situations, products, services and determine appropriate solutions or course of action.
• Ability to read and interpret documents such as policies and procedure manuals and general legal documents.
• Ability to write and develop complex and confidential reports and correspondence.
• Ability to speak effectively before groups of customers or employees of organization.
• Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
• Organizational and administrative skills to care for vast amounts of detail work.
• Ability to deal with problems involving a few concrete variables in standardized situations.
• Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):
• Monitors President’s Office budget and expenses through the review of financial statements.
• Prepare annual, quarter and monthly reports for internal and external constituents.

Mobility/Physical Demands:
• Employee must sit, stand and walk.
• Employee must talk and listen via face-to-face contact and telephone.

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- Employee may be required to lift and/or move up to 10 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):
- Typical office environment

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.