



Job Description

Job Title:	Executive Assistant
Department:	President's Office
Job Category/ FLSA Status:	Administrative/Non-exempt
Accountability:	President
Authority:	As Assigned

Position Description:

The Executive Assistant is responsible for providing complex administrative support of administrative details and coordination of the President's Office. The Executive assistant has recurring contact with the Board of Trustees, senior administrators and executives, public and private officials, media, students and parents. the preparation of correspondence, interacting with internal and external contacts, and assisting with projects.

Major/Essential Functions:

- Facilitates the efficient utilization of the President's time through development and coordination of a complex calendar of appointments, meetings, social engagements, and College and community functions with individuals and groups.
- Promotes a positive image of the College by greeting and receiving visitors to the President's office, responding to inquiries from diverse College publics (e.g., students, parents, faculty, staff, legislators, alumni, the media, and public and private officials), providing authoritative information regarding College policies or decisions, referring inquiries or problems to the appropriate office or person, resolving problems, and following up to determine the inquirer's satisfaction with the response.
- Safeguards the confidentiality of College administration by exercising discretion in communicating information to faculty, students, staff and the various publics served by the College and in handling administrative records, file, and similar confidential items.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

Duties/Responsibilities:

- Coordinates the flow of incoming communications and outgoing communications by receiving, routing, and/or responding to incoming communications and determining the appropriate office, department, or agency for outgoing communications.
- Assists the President in oversight functions by reviewing, monitoring, and approving College personnel action forms and reviewing correspondence and documents prepared by other offices for the president's signature.

- Serves as event coordinator and facilitates the success of events hosted by the President's office by scheduling events with appropriate offices and agencies, advising/contacting participants or invited guests, preparing agendas and programs, arranging for audiovisual and associated support equipment, using independent judgment regarding event alternatives, modifications, or last-minute changes, and coordinating or providing support during the events.
- Performs office management responsibilities by assuring the proper accountability of university property and equipment assigned to the office, providing office personnel with necessary supplies and equipment, and maintaining office equipment in working condition.
- Works independently with limited supervision by gathering and organizing required information, maintaining required records, evaluating various approaches to completing projects, developing tools and utilizing available resources to achieve desired outcomes, exercising judgement to make decisions, and assuring effective communication with stakeholders.
- Facilitates efficient and cost-effective official travel for the President and other official visitors by making travel arrangements and preparing associated approval forms and expense reports for travelers.
- Prepares correspondence for distribution or approval and signature, checking the documents for completeness and accuracy.
- Performs records management of a complex filing system by overseeing the filing system, creating files and records as necessary using judgment and knowledge of office requirements, updating files and records, determining retention and purging schedules, and retrieving files and documents as needed.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Performs related duties as required.

Qualifications:

Required:

- Bachelor's Degree from an accredited institution of higher education in Business Administration, Public Administration, Education or related field and 5-7 years of work experience or the equivalent.
- Is a committed Christian and in good standing with a local church.
- Is in complete agreement with the doctrinal position (items 1-8) of the college (including but not limited to the CBS Doctrinal Statement, The CBS Statement on Biblical Gender Roles, The CBS Biblical Statement on the Sanctity of Human Life, The CBS Biblical Statement on Human Sexuality and the CBS Definition of Marriage) and able to sign its doctrinal statement without reservation.

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Excellent verbal and written communication and time management skills; proven ability to meet deadlines.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and other external partners. Make appropriate, informed decisions regarding priorities and available time. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

- Ability to maintain a high level of integrity and discretion in handling confidential information.
- Knowledge of FERPA and other applicable laws.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Strong Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.
- Ability to learn various software and systems as required by the college or service providers.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Preparation of Board Agendas and Minutes of committee and board meetings.
- All additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

Mobility/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 10 pounds.

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

- This position operates in an office environment.
- Ability to work flexible hours, including periodic evening/weekend schedule.

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.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.