



BENNETT COLLEGE

Job Posting

Title: Executive Assistant to the Office of
Institutional Effectiveness & Enrollment Management (IEEM)

Date of Posting: 01/26/10

Job Code: 10-0126BJJ

Department: IEEM

Closing Date: Until Filled

Reports To: Associate Provost for IEEM

GENERAL SUMMARY:

The Executive Assistant for the Office of Institutional Effectiveness and Enrollment Management will provide administrative support to the office of Institutional Effectiveness and Enrollment Management and Academic Advising.

ESSENTIAL JOB FUNCTIONS:

- Answer telephone, receive, relay and return messages in a timely manner.
- Sort and distribute mail for the office of Institutional Effectiveness and Enrollment Management.
- Maintain schedule for the Associate Provost and keep informed of all daily scheduled meetings, etc., ensuring materials needed for such meetings are prepared and in their possession prior to the meeting.
- Organize materials for all meetings chaired by the Associate Provost,
- Set up the meeting space and distribute materials to the meeting participants.
- Type memorandums, letters, reports, and agendas.
- Take minutes at staff meetings and prepare for review by the Associate Provost
- Assist with the preparation of brochures, flyers, and other media communication material.
- Maintain inventory of office supplies.
- Assist the Associate Provost with budget management in Institutional Effectiveness and Enrollment Management.
- Process all documents requiring the Associate Provost's signature.
- Assist the office staff at special programs and events.
- Coordinate assessment reports and maintain files for the Office of Institutional Effectiveness and Enrollment Management.

- Assist the Associate Provost with researching, routing correspondence, drafting letters and documents, collecting and analyzing information and initiating telecommunications.
- Maintain Associate Provost's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Welcome guest and customers by greeting them in person or via telephone, answering or directing inquiries.
- Assist the Director of Academic Advising and Assessment Advancement Services Coordinator with creating and maintaining database and spreadsheet files
- Other duties as assigned by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of computer software programs including Word, Desk Top Publisher, Microsoft Excel, PowerPoint, Scheduler, Outlook, Access, and Internet Explorer.
- Capable of performing multiple tasks
- Excellent verbal communication skills
- Ability to write and compose documents as requested
- Strong interpersonal skills
- Ability to work within a diverse community
- Ability to work independently
- Must possess strong organizational and interpersonal Skills.
- Ability to Multitask.

EDUCATION AND EXPERIENCE:

Mandatory:

- Associate's degree in General Office Technology, business or related field
- Two (2) to four (4) years of experience as an administrative assistant/office assistant, or experience working in an educational or business environment.
- Excellent verbal and written communication skills
- Good organizational skills
- Knowledge of computer software programs including Word, Publisher, PowerPoint, Excel, and Access

Preferred:

- Bachelor's Degree in business or related field
- Five (5) or more years experience in an academic setting

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, salary history (on separate sheet), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 10-0126BJJ**

If available, please submit unofficial transcripts. Official transcripts are required if an offer of employment is made.

You can send your information one of three ways:

Mail to: Human Resources, Bennett College for Women, 900 East Washington Street, Greensboro, NC 27401

Email to: hr@bennett.edu

Fax to: 336-517-2103

Resumes received without the job code and salary history will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer