



BENNETT COLLEGE

Job Posting

Title: Executive Assistant to Associate Vice President for Student Affairs

Date of Posting: 07/20/18

Closing Date: Until Filled

Job Code: 18-0720BLA

Department: Student Affairs

Reports To: AVP for Student Affairs

GENERAL SUMMARY:

The Executive Assistant to the Associate Vice President for Student Affairs (AVP/SA) will provide direct support to the AVP/SA. The person in this position will manage, coordinate, and direct all office activities to ensure an effective and efficient operation. The person in this position will also coordinate and direct incoming calls and electronic mail (e-mail and facsimile). The Executive Assistant to the AVP/SA will greet and handle initial business requests from students, staff, administrators, and individuals external to the college and maintain all student affairs files and file requests. The Executive Assistant to the AVP/SA will interact with faculty, staff (at all levels), and students and provide highly sensitive support to the Student Affairs Committee of the Board of Trustees. The Executive Assistant to the AVP/SA will interpret and implement policies, procedures and computer applications related to student affairs.

ESSENTIAL JOB FUNCTIONS:

MANAGEMENT AND OVERSIGHT OF THE OFFICE OF STUDENT AFFAIRS:

- Maintain current knowledge of Student Handbook, College and system policies, procedures and practices affecting the division
- Oversees day-to-day operations of the Office of Student Affairs.
- Be responsible for calendar management, requiring interaction with both internal and external senior administrators, assistants, faculty,

staff, and students as well as consultants, to coordinate a variety of meetings

- Arrange travel schedule and reservations as needed and prepare and process requisitions for authorization of travel and expense reimbursement reports for AVP of Student Affairs
- Maintain filing systems, both electronic and paper: travel authorizations, requisitions, travel expenses, budget reports and Student Affairs committee documents
- Update websites for Student Affairs as needed
- Develop campus flyers, promote events on campus update and distribute student targeted announcements and newsletter
- Respond to general email inquiries, and update the calendar with upcoming and events.
- Organize work files and information for Student Affairs events and meetings
- Work with staff and other clubs to coordinate events; promote Student Affairs sponsored events
- Maintain inventory of office supplies, reorder when necessary
- Type short memorandums, letters, reports, meeting agendas and prepare packets for meetings
- Design Student Affairs brochures, flyers, and other media communication materials
- Maintain monthly reconciliation reports for Student Affairs budget
- Maintain office equipment; Troubleshoot

STUDENT AFFAIRS INTERNAL AND EXTERNAL LIAISON

- Serve as the first line of communication for students, faculty and staff
- Process all documents requiring the AVP of Student Affairs' signature
- Recommend changes to office policies and procedures.
- Oversee distribution, collection and filing of department/unit management reports, budget plans

EVENT AND MEETING COORDINATION

- Serve on College-wide committees and task forces as assigned; and actively participate and represent the AVP of Student Affairs' interests at all times
- Assist the AVP of Student Affairs by taking the lead on coordination of events including, but not limited to, Baccalaureate, Commencement, Honors Convocation, Convocatum Est, Recognition Day, and Founder's Day; room reservation; catering; program content; creation of

certificates; record of attendance; rehearsals; invitation and/or memo distribution and line up the day of the event.

- Organize materials for all meetings and teleconferences chaired by the AVP of Student Affairs; set up meeting space and distribute necessary materials to meeting participants; keep attendance records.
- Take minutes at meetings such as the Board of Trustee and Student Affairs Committee meetings, prepare for review by AVP of Student Affairs, and maintain committee documents.
- Handle event registration management; payment and deposit record management; and invoice and receipt management and distribution.

PERSONNEL

- Act as a liaison between the AVP of Student Affairs and direct reports.
- Ensure there is consistency of service to students and stakeholders across academic departments by working with the administrative support of each area to reflect best practices.

RECORDS MANAGEMENT AND COMMUNICATIONS

- Attend and prepare minutes for meetings of the Student Affairs Committee
- Responsible for any written documents emanating from the Student Affairs' Office
- In consultation with the AVP of Student Affairs, edit and finalize correspondence to constituencies on behalf of the AVP of Student Affairs
- Develop remarks for the AVP of Student Affairs for Board of Trustees formal meetings
- Answer phone and direct all incoming calls to appropriate party promptly and efficiently and/or take accurate messages, relay messages to appropriate individuals in timely manner and return calls as needed
- Communicate and handle incoming and outgoing electronic communications on behalf of the AVP of Student Affairs
- Oversee special projects
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of computer technology, i.e., computer software programs including MS Office, Desktop Publisher, Microsoft Excel, PowerPoint, Microsoft Outlook, and Internet Explorer

- Knowledge of the management directives, college and system policies, student needs, and every day requests of constituencies
- Ability to handle sensitive issues and information with confidentiality and discretion
- Knowledge in document design and graphics
- Knowledge and practice of effective customer service
- Knowledge of general office equipment: computers, fax, copiers, scanners, printers, digital camera, and phone system.
- Knowledge of campus and key personnel
- Accurate typing skills
- Skills in English grammar and conventions of standard English
- Skills in telephone communications
- Strong organizational and analytical skills
- Ability to relate effectively with students and supervise student workers
- Strong interpersonal skills
- Excellent oral and written communication skills
- Ability to work within a diverse community and to work independently
- Excellent calendar management skills, including the coordination of executive meetings
- Ability to give direction to others
- Ability to prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Ability to analyze and resolve office administrative and procedural issues
- Ability to perform basic research and prepare reports and recommendations
- Ability to interact with faculty, staff (at all levels), and students and provide highly sensitive support to the Student Affairs Committee of the Board of Trustees
- Ability to work independently with little or no supervision
- Ability to work in a fast paced environment
- Detail oriented
- Community- building skills

EDUCATION AND EXPERIENCE:

- Minimum of a Bachelor's degree or higher
- Minimum of three years of progressively responsible administrative experience in higher education, preferably in academic affairs

- Office management experience preferred Experience with institution-wide accreditation and assessment preferred
- Strong project management experience preferred

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
 - reference Job Code **18-0720BLA**
- list of three to five work references including name, address, telephone number and email address
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at:
hr@bennett.edu

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.