

Moore College of Art and Design Job Posting

Status: Exempt

Reports To: Chief of Staff, President

Position: Executive Assistant to the President and Director of Special Projects

Purpose: Provides administrative support to the President. Under the direction of the President provides administrative support to the Boards of Trustees/Managers as Assistant Secretary. Coordinates special projects at the President's request.

Requirements: Ability to balance and complete complex tasks simultaneously, ability to maintain confidentiality, high level computer skills, good telephone skills, ability to take and transcribe minutes, ability to interact with a broad range of constituencies and to represent the institution at public events, capacity to organize and execute time sensitive projects, capacity for leadership motivation of diverse groups, supervising skills for work-study students.

Responsibilities and Duties

- Maintains President's calendar
- Acts as liaison between President and Board, faculty, staff, students and numerous outside people and organizations
- Arranges and coordinates four Board meetings per year
- Prepares Board Book for distribution prior to each Board meeting
- Arranges and coordinates numerous other Presidential and committee meetings throughout the year as needed, in addition to bi-weekly Managers' meetings
- Takes minutes at these meetings; transcribes and distributes them
- Processes presidential correspondence
- Maintains all presidential and Board files
- Arranges food service for meetings as needed
- Makes travel arrangements when needed
- Initiates purchase orders and processes bills; monitors budgets
- Acts as College notary
- Supervises and mentors work-study student(s) in the Executive Office; provides guidance outside of office assignments (internship/job search assistance, time management, professional presentation/appearance, etc.)
- Answer phones and greets people
- Coordinates special projects, convenes working groups on behalf of the President, follows-up on completion of project objectives and outcomes
- Participates in committee meetings representing Special Projects

- Organizes, assists, and participates in various College events and celebrations (Convocation, Jumpstart, Visionary Woman Awards, Honors Convocation, Senior Show, Fashion Show, Commencement, etc.)
- Assists Development team and President with tasks related to the capital campaign
- Provides technological/troubleshooting assistance to various departments throughout the College (video/multi-line conferencing, presentations, etc.)
- Other duties as assigned by the President

To Apply: send cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: hr@moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. To read our full compliance statement please visit:

<https://moore.edu/non-discrimination-policy/>