

Moore College of Art and Design Job Posting

Status: Exempt

Reports To: Chief of Staff

Position: Executive Assistant to the President

About Moore: Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit moore.edu and follow us on social media @moorecollegeart.

Benefits: Moore College of Art & Design offers a time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

Purpose: The Executive Assistant provides high-level executive support to the President. Under the direction of the President and Chief of Staff, the Executive Assistant provides support to the Boards of Trustees and Managers as well as the President's Cabinet. In coordination with the Chief of Staff, the Executive Assistant organizes, supports and participates in special projects originating from the President's Office.

Requirements:

The Executive Assistant must have excellent interpersonal and organizational skills and enjoy working within a small, fast-paced environment that is mission driven and community oriented. The ideal individual will:

- Exercise good judgment in a variety of situations
- Expert level written and verbal communication skills
- Strong interpersonal skills and the ability to build professional relationships with different constituencies, including Board members, alumni, faculty, staff, students, external partners, etc.
- Strong organizational and administrative skills that reflect ability to perform, prioritize and balance multiple tasks seamlessly with excellent attention to detail
- Highly resourceful and collaborative, with the ability to also be effective working independently on projects from conception and completion
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Proven ability to handle a wide variety of activities and confidential matters with discretion
- Emotional maturity
- Be proficient with office productivity tools and have an aptitude for learning new software/systems
- Be flexible, adaptable, and unafraid of challenges; actively seeks opportunities and proposes solutions
- Bachelor's degree required
- Have five or more years' experience in an administrative role supporting management

Roles and Responsibilities:

- Completes a broad variety of administrative tasks for the President including: managing an active calendar of appointments; completing expense reports and tracking budget; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings
- Plans, coordinates and ensures the President's schedule is followed and respected. Serves as "gatekeeper" to the President to protect her time

- Communicates directly, and on behalf of the President, with Board members, faculty, staff, students, alumni and other constituents
- 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
- Works closely and effectively with the President to keep her well informed of upcoming commitments and responsibilities, following up appropriately
- Provides leadership to build relationships crucial to the success of the organization, and assists with a variety of special projects originating from the President's Office. Special projects include but are not limited to: Fall Convocation, Fashion Show, Commencement, President's Dinners, etc.
- Successfully completes critical aspects of deliverables with a hands-on approach, including personal correspondence and other tasks that facilitate the President's ability to effectively lead the College
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
- Participates as an adjunct member of the President's Cabinet including assisting in scheduling meetings, drafting the agenda for meetings, attending all meetings, and taking minutes at all meetings
- Supports Chief of Staff in arranging and coordinating Board-level committee and Board meetings; assists Board members as needed with portal. Takes accurate minutes at Board meetings and prepares for review by the Assistant Secretary to the Boards
- Manages office supplies and ensures efficient inventory control
- Other duties as assigned by the President and Chief of Staff.

Physical Demands/Working Condition:

No physical demands. Office setting. The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

To Apply:

Interested candidates send your resume and cover letter with salary requirements to 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. Read Moore's full compliance statement <https://moore.edu/non-discrimination-policy/>