

## Arizona Christian University

### Position Description

<b>Position Title:</b>	Executive Assistant to the President	<b>Date Updated:</b>	May 2016
<b>Reports to:</b>	President	<b>Department:</b>	President
<b>Position Summary:</b>			
Provides administrative support to the university president. Ensure smooth operation of the office. Interfaces with a wide variety of constituencies, both internal and external including donors, board members, alumni and community leaders. This position requires the handling of sensitive and confidential information with discretion, integrity and high level of professionalism.			
<b>Prerequisite Qualifications:</b>			
<ul style="list-style-type: none"> <li>• Dedication to honoring Christ with words, deeds and behavior</li> <li>• Excellent organizational skills; excellent verbal, written and interpersonal communication skills</li> <li>• Proficiency in MS Office Suite; experience with Visio and Raiser's Edge a plus</li> <li>• Strong knowledge of spelling, grammar, punctuation</li> <li>• Broad- based knowledge of standard office administrative practices and procedures</li> <li>• Bachelor's degree preferred</li> <li>• Minimum three years of progressively responsible administrative experience to senior level executive</li> </ul>			
<b>Duties, Tasks, Responsibilities (List as many categories as necessary):</b>			
<ul style="list-style-type: none"> <li>• Serves as the primary point of contact in the president's office for internal and external constituencies (including interaction with high profile donors and board members)</li> <li>• Regular exposure to confidential material requiring professionalism, discretion and integrity.</li> <li>• Organizes and facilitates meetings as requested, including agenda preparation, recording minutes, refreshments, etc.</li> <li>• Coordinates administrative office functions and procedures</li> <li>• Calendar management</li> <li>• Exercises sound judgment in decision-making</li> <li>• Maintains accurate records and files (including digital formats); retrieves documents as requested</li> <li>• Familiarity with university processes and protocols</li> <li>• Maintains office supply inventory</li> <li>• Processes invoices and expenses</li> <li>• Ability to collaborate on special events/projects with university personnel</li> <li>• Performs general office and administrative tasks as required by the position (including but not limited to email and general correspondence, telephone, internal newsletter, monitoring of alias email account, conference calls)</li> <li>• Manages all assignments with excellence and in a timely fashion</li> <li>• Performs other duties as requested</li> </ul>			
<b>Working Conditions:</b>			
<ul style="list-style-type: none"> <li>• Requires the ability to read, write, see, hear and speak clearly.</li> <li>• Requires the ability to stand, walk or sit for long periods of time.</li> <li>• May be required to lift object(s) weighing up to 20 pounds.</li> <li>• Occasional availability by phone, text or email outside of normal business hours, including weekends.</li> </ul>			

- Occasional travel and attendance at on- and off- campus events may be required during and outside normal business hours.

**Job Description Approved By:**

**Date:**

**Copy Provided to Employee:**

**Date:**