

PACIFIC NORTHWEST COLLEGE OF ART

DATE: September 2018
POSITION: Executive Administrative Assistant
DEPARTMENT: Executive Office
REPORTS TO: VP for Advancement
FLSA STATUS: Exempt/Full time
SALARY RANGE: \$50,000-\$68,000

PRIMARY PURPOSE

The Executive Administrative Assistant provides exceptional administrative support to the Executive Office by assisting the President and VP for Advancement in furthering the mission and vision of the College. The Assistant reports to the VP for Advancement and brings professionalism, creativity, and strategy to their work while exercising discretion, tact, independent thinking and good judgement in service to our mission and values.

DESCRIPTION OF DUTIES & RESPONSIBILITIES

Primary Job Functions

- Provide primary administrative support for the President and the VP, including:
 - Manage the executive calendars, schedule appointments, coordinate meetings, and maintain and update contact lists; attend and keep notes of internal meetings as requested; organize a system for managing on- and off-campus appointments that ensures adequate time for planning, preparation and follow up; provide meeting preparation and materials; ensure that any timelines and deadlines are met.
 - Ensure all communications from internal and external audiences to and from the office are handled appropriately and with a sense of urgency. Track and draft responses from the President to emails and other correspondence, or forward to appropriate persons for response or action.
 - Track and keep current in Raiser's Edge all substantive contact by the President's activities with donors and prospects. Weekly, track RE tasks assigned to the President and in collaboration with the VP, determine next steps and timeline for timely task completion.
 - Arrange group and individual meetings with College constituents, board members, donors, and community members along with professional events in coordination with other offices and the President's personal calendar.
 - Assemble briefing materials and other documents or items needed for appointments and events.
 - Attend meetings with or on behalf of the President as required; track and assist with timely and accurate follow up from those and other meetings that the President attends, including producing notes, letters, and/or phone calls, as needed.
 - Represent the President's office in a broad variety of settings and participate in administrative meetings that require input and/or coordination on matters related to the President, Board and top-level advisory councils.
 - Make conference, hotel, and airline reservations for the Executive Office and visitors to the College.
 - Answer phones and greet visitors in the Executive Office in an engaging and responsive manner.
 - Anticipate next steps and proactively offer suggestions and initiate action as appropriate.
 - Collect and track reimbursable expenses and review reimbursement forms for the President and the VP.
 - Schedule and serve as contact for all occasions that require the President to make remarks, talking points, and background materials; ensure remarks are received in a timely manner, rewriting and reformatting as appropriate.

- In collaboration with Advancement events staff, responsible for preparation around the College Cabinet meetings. This includes set up, making sure we select honorary degree recipients, commencement speakers, and correspondence with those parties.
- Schedule the Hammer Conference room.
- Provide administrative support for the College Board of Governors, including but not limited to:
 - Serve as administrative liaison with Board of Governors. Schedule and arrange board and committee meetings and events, reserve rooms, coordinate refreshments, distribute materials for Board of Governors and committee meetings including visual presentations, work with President and Board Chair to set meeting schedules, meeting agendas, and plan Board events.
 - Serve as Assistant Secretary to the Board. Accurately take minutes at all Board meetings and some standing committee meetings as requested, prepare Board Materials, and Board Report documents for all Board Meetings. Maintain all board records, the Bylaws, the Board of Governors Handbook, and Board Development materials.
 - Set up and break down for Board meetings and events, including coordinating catering of meals.
 - Draft and review correspondence, presentations, and reports for the President and Board Chair.
- Manage the Executive Office and run all aspects of department's operations;
 - Orient and supervise Executive Office staff.
 - Manage and update Executive Office and Board intranet sites.
 - Develop and maintain filing system, handle mail, purchase office supplies, and oversee general needs for the effective functioning of the Executive Office.
 - Maintain an electronic filing system for important documents to be accessed.
 - With the President, develop the annual budget for the office and for Board related activities and manage those resources throughout the fiscal year, advise the President of business office needs and timely compliance with all College business policies and practices, monitor Executive Office budget, process bills, and implement best office practices.
 - Plan/arrange occasional events such as Faculty/Staff Party, Holiday Party, etc.
- Work closely with the Office of Advancement to set up donor appointments for the President and members of the Board. Track, coordinate, and help develop institutional partnerships and collaborations as directed by the President and VP.
- Maintain a healthy, fair and inclusive work environment by promoting diversity and exercising teamwork and collaboration when working with diverse groups, donors, volunteer groups, and coworkers.
- Actively promote a professional workplace culture of mutual respect and collegiality for all members of the institution.
- Contribute to the diversity of the college by bringing a perspective, way of thinking, and a unique set of experiences that expand the intellectual conversations and practices in the field.

REQUIRED QUALIFICATIONS

- Minimum five years administrative experience with two years supporting an executive level employee
- Experience in non-profit higher education is beneficial but not required
- Excellent interpersonal and customer service skills and ability to maintain composure while under pressure
- Ability to handle sensitive and confidential matters with discretion and the highest degree of ethics and integrity
- Exceptional written and oral communication skills (a writing test will be administered to semi-final candidates)
- Excellent organizational skills (detailed oriented)
- Enthusiasm and sense of humor
- Proficiency with MS Word, Excel and PowerPoint, and with servers, web and social media. Mac and iPhone proficiency a plus.
- Availability some evenings and weekends for events and meetings
- Valid driver's license

PREFERRED QUALIFICATIONS

- BA, BFA or AA
- Experience with database management a plus

PHYSICAL REQUIREMENTS

- Ability to lift, carry, and set up a variety of materials including electronics, materials in boxes, and other meeting materials up to 20 pounds.
- Ability to pack, unpack and put away various materials.
- Standing, walking and bending in addition to sitting in front of a computer.
- Ability to access, research, read, review, enter and retrieve information from computer, hard copies and desktop publishing systems.
- Ability to give regular communications in person, writing, by email and by telephone.

TO APPLY

Please send your cover letter and resume to hr@pnca.edu

Please include "Executive Assistant Search" in your subject header.

About PNCA

Founded in 1909 and located in an award-winning campus in the heart of Portland, Oregon, PNCA is one of a handful of West Coast institutions accredited by the National Association of Schools of Art and Design. It offers B.F.A., M.A., and M.F.A. degrees. Under the guidance of professional practicing artists, designers, and scholars, students can focus on Communication Design, General Fine Arts, Illustration, Intermedia, Painting, Photography, Printmaking, or Sculpture. A PNCA education is centered on the core values of professional practice, integrated knowledge, critical thinking, effective communication, and social responsibility. PNCA strives in all ways to prepare students for sustained creative achievement in the fine and design arts and throughout their lives to strengthen their ability to interpret the conditions and events shaping the world, and to prepare them to engage that world and its cultures with understanding, enthusiasm, and integrity.

PNCA is an equal opportunity educator and employer. In accordance with INS regulations, the successful applicant must be legally able to work in the United States. PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities. PNCA is therefore committed to a policy of equality in our admission and employment practices. All students and employees will be treated fairly at all times and without regard to race, color, creed, religion, sex, age, national origin, citizenship, veteran or marital status, source of income, sexual orientation, gender identity and expression, or the presence of any sensory, physical, psychological or learning disability, and all other bases prohibited by local, state, or federal law. PNCA welcomes applications from candidates that expand the college's diversity.