**JOB DESCRIPTION**

**Executive Assistant to the PNCA Dean**

DATE LAST REVISED: 2 July 2021

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**Job Description Summary:**

The Executive Assistant to the PNCA Dean provides administrative and coordination support for the operations of the Dean’s office and its organizational leadership. This administrative professional position requires maintaining confidentiality and extensive flexibility to effectively balance office reception, multiple calendar scheduling, meeting/event preparation and support, document approvals, systematic record-keeping, some writing and editing, and special research projects. The person in this position must be able to work independently to meet deadlines, shifting priorities, and an often-demanding schedule.

**Job Duties:**

- Responsible for day-to-day management of the office.
- Handles and prioritizes incoming issues and requests addressed to the Dean.
- Responsible for understanding and interpreting highly sensitive and confidential matters and documents.
- Communicates directly and professionally on behalf of the Dean to community members, campus departments, other institutions, and all interested parties.
- Manages calendars for the Dean and other members of the Dean’s office staff.
- Responsible for official functions/events hosted by the Dean, as well as specific College events, either on campus or off campus.
- Tracking and managing invoices and billing as necessary in the Dean's Office budget.
- Manages the flow of issues, projects, and problems requiring either near-term responses or anticipatory preparations related to the Dean’s initiatives.
- Develops trust-based relationships with internal and external stakeholders to facilitate information sharing and expedite problem solving related to the Dean’s initiatives.
- Writes, edits, or coordinates the creation of select communications on behalf of the Dean. Processes and responds to letters of select inquiries, complaints, and other types of correspondence.
- Works closely with departments reporting directly to the Dean.
- Maintains files and records (electronic and hard copy) in an organized, consistent and confidential manner, using university procedures for protecting and maintaining the privacy of records, and following relevant documents retention schedules.
- Assists with searches, including administrative assistance with searches for academic faculty and other college positions.
- Processes daily mail, greet visitors, answer phones, maintain office appearance, order office supplies, schedule maintenance, filing and archiving, manage p-card statements, pay institutional membership fees.
- Demonstrates a commitment to diversity, equity, inclusion, and student success, and high level of interpersonal and intercultural literacy.
- Perform other duties as assigned

**Minimum Qualifications:**

- Bachelor’s Degree or minimum of five years of executive support experience of progressively responsible nature.
Excellent organizational skills and strong attention to detail.
Competence in basic computer systems, data entry, and web maintenance.
Effective oral and written communication skills.
Excellent record keeping, proofreading, and writing skills as well as a high degree of accuracy.
Excellent interpersonal/people skills with ability to interact with diversity of people both in and out of University, and at different levels of the organization.
Patience, integrity, and the ability to exercise good judgment and diplomacy and to maintain a high level of confidentiality.
A demonstrated commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities.

Preferred Qualifications:

- Proven ability to handle complex and sensitive information with discretion.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced quickly changing environment.

Typical Work Schedule:

This position generally works Monday - Friday, 8am - 5pm.

Physical Demands & Working Conditions:

Typical work is performed indoors in a normal office environment.

Please send resumé and cover letter to hr@pnca.edu by Jul 30, 2021