Special Assistant to the President

Gordon College seeks a dedicated and hardworking professional to serve fulltime as Special Assistant to the President. We are looking for an individual who can represent the President’s Office well to external and internal constituents, who has great administrative talent, a positive and “can-do” attitude, and who desires to be part of a dynamic office environment where significant work is accomplished on a daily basis.

Qualities we are looking for:

POISED: Confident and optimistic, calm under pressure and upbeat. Thrives in busy roles and enjoys variety in the workplace setting.

DIPLOMATIC: Interpersonally gifted, exhibits kindness and grace. Able to initiate and maintain good relations with many different stakeholders. Trustworthy and has good judgment.

MULTITASKER: Able to do multiple things well, even as information and activity flows through the office with expectations for consistent quality.

CONSCIENTIOUS. Excels in administrative work. Highly organized. Enjoys detail-oriented projects and tasks but is also able to keep things moving.

RESPONSIBLE. Takes ownership for solving problems and is willing to do whatever is required to ensure the successful completion of the job.

How you will apply your gifts:

1. Assumes responsibility for the President’s schedule, maintaining a high degree of warmth and professionalism in coordinating complex scheduling details. Proactively anticipates scheduling challenges, reconfirms all appointments (internal and external), and prepares (or coordinates the preparation of) briefing materials for the President’s schedule.

2. Manages the President’s contacts database in Microsoft Outlook and Salesforce. Ensures accurate information in all contacts database and assists the President in maintaining contact with various constituencies of the College.

3. Serves as the initial and primary point of contact for phone calls and deliveries to the Office of the President. Handles highly sensitive matters involving College business and presidential-level materials with discretion and tact.

4. Receives and welcomes guests and visitors to the President’s Office, and assures all are properly hosted and directed, responding when appropriate. Serves as the primary liaison for campus visitors to the President’s Office.

5. Coordinates the President’s pastoral care responsibilities for the Gordon community, including recognitions (notes, gifts, visits) for employees, donors, speakers, and Trustees,
as well as major personal events (marriages, deaths, births, sickness) for members of the Gordon community.

6. Provides support to the President with email and written communications. Prepares letters, agendas, and other communications that come from the President.

7. Coordinates social activities and special recognitions within the President’s Office and among the Cabinet. These include holiday parties, birthday and special occasion recognitions, and occasional celebrations.

8. Coordinates online activity of the President, including online orders of materials (such as books and gifts), social media (including Facebook and Twitter), and other items as requested.

9. Maintains office services by organizing office policies and procedures, supervises the maintenance and inventory of all supplies, supervises the maintenance of office equipment, including copier, fax machine, and is responsible for office supply procurement.

10. Provides event planning and hosting support for presidential events at Wilson House, as well as on and off campus. Serves as the President’s personal aide for events when requested.

11. Supports the President in developing and sustaining strong relationships with students. This includes drafting letters of recommendation for outstanding students, mentoring student leaders, and handling student concerns at the President’s request. Serves as a backup coordinator of the Gordon Presidential Fellows program.

12. Performs accounting functions by reconciling credit card statements, processing reimbursements, paying all invoices, and interfaces with the Controller’s office to provide all necessary documentation as needed.

13. Supports the President’s Cabinet in their collective responsibilities at the President’s request.

14. Other duties as assigned by the President.

*Things we hope to see in the successful candidate:*

We recognize that God has gifted every person with unique gifts and backgrounds. While you may not meet every qualification, you may have a combination of gifts and experience that makes you a good fit for this role.

1. Strong commitment to the Christian faith; ability to articulate the mission and distinctive components of Gordon College while talking with others.
2. Creativity and resourcefulness; ability to take initiative and flexibility in responding to evolving priorities.

3. Superior interpersonal, verbal and written communication skills, including ability to draft communications from the president. High degree of stylistic effectiveness and grammatical accuracy in written abilities.

4. Awareness and knowledge of the objectives, working style and habits of the President; ability to anticipate needs for information and administrative support.

5. Professional appearance and demeanor including experience in meeting senior leaders and the public and in relating to students, faculty, staff, and donors. Demonstrates warmth, professionalism, and Christian hospitality to all as an extension of the President and the leadership of Gordon College.

6. Clear recognition of the significance of confidentiality in day-to-day activities; ability to exercise discretion, integrity, and judgment in dealing with sensitive issues.

7. High levels of competence with Microsoft Office (Word, Excel, PowerPoint, Outlook), calendar programs and Internet usage.

Bachelor’s degree required and significant work experience is preferred.

Here’s what makes working at Gordon so great:

- This is a campus that loves God, and strong Christian values infuse every aspect of the workplace.
- The vibrancy of smart, faithful college students, 75% of whom work on campus in virtually every office. As Gordon staff members, we interact on a daily basis with the future leaders of the church and the College provides release time for you to have the chance to mentor and support them in a variety of ways.
- A generous retirement plan with a 5% institutional match.
- A generous benefits package, which includes ample paid vacation and sick leave, a weeklong holiday break that requires no additional vacation time, and competitive medical and dental benefits packages that include an array of provider options.
- A beautiful, park-like campus environment with hundreds of acres of woods and lakes to walk and explore. Great coffee shops and restaurants are close by and the vibrant arts, sports, shopping, and cuisine culture of the city of Boston is an easy drive away.
- A mission-led organization that wants employees to deepen in their professional, personal, and spiritual strengths and is committed to colleagues’ growth.
- Tuition remission for you and your family members, including opportunities at Gordon-Conwell Theological Seminary and other Christian institutions across the nation.
If God is calling you to pursue this role, then please fill out an application. We look forward to getting to know you!