GORDON COLLEGE

Position Description

Title: Executive Assistant to the Vice President for Student Life

Function: Under the supervision of the Vice President for Student Life, performs a wide variety of complex, sensitive, and highly confidential office administrative and programmatic support functions to assist the Office of the Vice President and the Office of Student Life. Also works collaboratively with other staff to meet the needs of the office.

Description of Duties and Tasks:

Primary Responsibilities

1. Coordinates and arranges all logistical details pertaining to staff and board meetings, retreats and in-services for the Vice President for Student Life - prepares agenda, reserves and prepares facilities, travel arrangements, as well as including all design and production of printed materials.
2. Provides administrative support to the Vice President for Student Life, as well as the Deans of Student Care and Engagement and provides assistance to the Assistant Dean of Residence Life and the Director of Multicultural Affairs.
3. Research and preparation of input and materials for strategic plan and other board-level initiatives.
4. Write drafts for reports and proposals as requested.
5. Coordination of campus-wide collaborative events and educational programs.
6. Grant-writing / Research / Speechwriting for the Vice President for Student Life.
7. Hires and supervises office front desk interns, including summer intern.
8. Offers supervisory assistance when needed to Presidential Fellow(s).
9. Transcribes or types dictated or written correspondence, memoranda, notes, reports, and similar materials; assures the accuracy of finished work.
10. Maintains budget records for all budgets administered by the Vice President for Student Life.
11. Prepares the Vice President’s Citizen’s Bank statements.
12. Answers and screens Student Life front desk calls.
13. Prepares outgoing mail and correspondence, including e-mail and social media, for Vice President.
14. Organize and maintains records and files as necessary.
15. Works to make the office more officiant.
16. Manages office files, working to move them online.
17. Oversees the ordering of office supplies and office equipment and oversees the Lane Student Center copier and faxes. Maintains cleanliness of front office space.
18. Oversees the selection process and awards for Collegian of the Year.
19. Other assigned duties.

Required Knowledge, Skills and Abilities

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can...
be accomplished with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Positive, self-motivated and organized multi-tasker with excellent communication and computer skills.

3. Must possess professional demeanor and outstanding people skills.

4. Computer literacy in MS Word and Excel and preferably knowledgeable in Power Point or Prezi, as well as social media, such as Twitter and Facebook.

5. Possess a high degree of organizational skills, a team player, and have the ability to relate to the public in a pleasant and professional manner.

6. Individual must be able to work under pressure and have the ability to make decisions according to established guidelines.

Position Code: CSD-EXAST-1

Grade: 5

FLSA Status: Exempt