Executive Assistant (full-time, 35 hours/week)
Office of the Provost
Position 101615

We seek candidates who understand, are enthusiastic about, and will make a significant contribution to the mission of the University, which can be found here: https://www.cua.edu/about-cua/mission-statement.cfm.

Position Summary: The Provost is the Chief Academic Officer of the University. All matters dealing with the academic mission of the University are administered through the Office of the Provost.

The Executive Assistant reports directly to the Provost and serves in numerous capacities, not the least of which is the scheduler for the Provost/Vice Provost. This role is of paramount importance and includes providing the necessary background information for each meeting scheduled. In addition, the Executive Assistant must be able to communicate effectively with internal and external constituencies, as he/she is often the primary contact for telephone intake for the office. The Executive Assistant must deal with minor budgetary matters, draft routine correspondence, and assist with events as needed.

Essential Responsibilities Include: The Executive Assistant completes a broad variety of administrative tasks for the Provost including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is confidential; arranging complex and detailed travel arrangements, itineraries, agendas and compiling documents for meetings. Maintaining details for all appointments on the Provost’s calendar, including names of participants, format, meeting length, location, and purpose of the meeting. Providing a bridge for smooth communication between the Provost Office and internal departments. Meeting frequently with the Vice/Provost to discuss mail, emails, invitations that should be addressed. Act as the primary point of contact for all incoming office phone calls and visitors. Schedule and assist at University events run by the Office of the Provost.

Minimum Qualifications: A Bachelor’s Degree or work equivalent, and (5) five or more years of experience in administrative executive support, in a corporate, higher education, or a not-for-profit environment is required. Experience must be within a highly professional, service-oriented environment. Exceptional computer skills to include Word, Excel and PowerPoint. Must be able to work independently with extraordinary attention to detail. Must have polished inter-personal and communication skills and be service oriented in his/her approach to visitors, students, faculty and staff. Must be organized, a quick learner and have the ability to multitask and prioritize in times of peak work load. Must have effective decision making and critical thinking skills. Ability to take the initiative and show dependability in follow-through.

Preferred Qualifications: A Master’s Degree is preferred.

How to apply: forward cover letter, resume and salary requirements (salary expectations are considered part of application process) to CUARecruitment@cua.edu. Reference position 101615 in subject line of email. Applications close on 3/31/16.

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