Job Description

**Administrative Assistant to the President’s Office**

**Description:**

The Administrative Assistant to the President’s Office ensures the efficient day-to-day operation of the President’s Suite and supports the work of the executive staff, primarily the Chief of Staff.

**Supervised:**

The Administrative Assistant to the President’s Office is accountable to and evaluated by the Chief of Staff.

**Responsibilities:**

*Assist President’s Office Staff:*

1. Track President’s Office expenses and regularly report to Chief of Staff.
2. Assist Chief of Staff with projects and scheduling.
3. Assist Director of Communications with projects and scheduling.
4. Assist Director of Institutional Effectiveness and Research with projects and scheduling.
5. Provide oversight for the Board Meeting day’s events and travel arrangements for board members.
6. Manage President’s Office travel, providing calendar events and summary reports.
7. Manage radio scheduling and Coffee with Creamer website.

*Office Administration:*

1. Manage office coverage, office facilities, and open/closing procedures.
2. Answer and screen telephone calls for the President’s Office while providing hospitality for guests.
3. Manage various lunches and meetings for the President Office staff.
4. Manage incoming and outgoing mail for President’s Office.
5. Maintain inventory of office supplies and coordinate maintenance of office equipment.
6. Manage President’s Office Purchase Orders, Expense Reports, and Petty Cash.
7. Manage President’s Office documents and maintain confidential records and files.

*Assist Executive, President’s Suite, and college staff:*

1. Plan and coordinate staff meetings, staff appreciation events, and other institution-wide events.
2. Assist the President’s Suite staff with special projects as necessary.