

EXECUTIVE ADMINISTRATIVE ASSISTANT

Summary:

The Executive Administrative Assistant is responsible for the efficient operation of the CAS administrative office. Under minimal supervision, but in accordance with established policies and procedures, provides administrative services for the Executive Director's office. Anticipates, initiates, coordinates and follows up on administrative activities and other special projects. Organizes, prepares and reviews reports for presentation to the Board of Directors. This position has access to and regularly works with information of the most sensitive, highly confidential, strategic, and critical nature. The scope and complexity of this position is such that the Executive Administrative Assistant is regularly dealing with diverse matters which requires knowledge of the ED's area of responsibility.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Responsibilities:

- Acts as a liaison and communicates/interacts on a daily basis with employees, campus administrators, faculty, staff and students as well as business associates of the corporation.
- Uses direction and judgment when organizing work load, screening visitors, and scheduling appointments to ensure responsibilities are performed consistent with the accomplishment of CAS objectives.
- Supports and upholds a working relationship with the Board of Directors
- Demonstrates a high level of professionalism at all times, insuring all information is maintained in strict confidence.
- Responsible for initiating, preparing, coordinating and following-up on administrative duties associated with the ED's area of responsibility.
- Maintains a working knowledge and understanding of the policies and procedures of the corporation.
- Performs a variety of administrative duties, which may be complex or confidential to include:
 - Schedules and coordinates meetings, conference calls, and other executive events
 - Coordinates travel arrangements
 - Receives, sorts and prioritizes mail and messages; taking notice of required actions and due dates.
 - Meets and greets clients, visitors, answers telephone, screens calls and takes messages from internal and external sources.
- Performs related administrative duties for Board of Director to include: agendas, minutes and setting up annual training.
- Brings pertinent information to the attention of the ED.
- Establishes, develops, maintains and updates filing system for the ED office. Retrieves information from files when needed.
- Other duties assigned.

Abilities:

- Excellent interpersonal, writing, presentation and communications skills.
- Extensive knowledge of business and an excellent command of the English language.
- Must have knowledge of secretarial, office administrative procedures, and knowledge of use and operation of standard office equipment.
- Must have advanced knowledge of a variety of computer software application including Word, Excel, and PowerPoint.
- Must have a high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.

Education/Experience:

Associates degree with a minimum of 3 years related experience or a minimum of 5 years experience in an administrative position.

Computer Skills:

To perform this job successfully, an individual should have a thorough working knowledge of Microsoft Suite of products.

Salary: \$45,000-\$50,000/yr