



WILLIAM JESSUP
UNIVERSITY

JOB TITLE: Executive Assistant for Office of the Provost
DEPARTMENT: Academics
SUPERVISOR: Provost and Vice Provost
SALARY: Non-Exempt Salaried

MAJOR PURPOSE

The executive assistant's role is to support the Provost office in the general management of academics and to provide academic support, assist with special projects and support policies, processes and procedures in regards to academic initiatives and program development. This position works on-campus and the hours for this position are 8:00 a.m. to 5:00 p.m. (M-F).

Start Date: May 15, 2019

PERFORMANCE MEASUREMENTS

- Support the Provost in all matters relating to academic and educational enterprise at the university.
- Assist in managing the Provost's office by providing support including scheduling of meetings, webinars, phone meetings, travel arrangements, paperwork and forms; screens and prioritizes telephone calls; schedules meetings and conference rooms; prepares documents and correspondence; transmits faxes, maintains organized and accurate filing systems.
- Assist Director of Faculty and Academic Support with coordination of the faculty hiring/onboarding/contracting process:
 - Generating faculty assignments/contracts/compensation for course development/delivery of online courses.
 - Electronic posting of faculty openings.
 - Create and maintain accurate electronic faculty records for the provost's office and distribution of faculty contracts.
- Assist Provost and Vice Provost by providing academic support with budget management for the fiscal year. Coordinate special projects as assigned to meet the needs of academics/academic support and the University.
- Assist Vice Provost with coordination of Online policy, processes and procedures.
- Supports financial transactions for the academic office, including working with the comptroller to assist in maintaining appropriate financial records to provide periodic reports as required.
- Assist with processes to improve communication and efficiencies across campus, *i.e. Payment Request Forms (PRF's), Visa Reconciliations and Business Expense Reports* for implementation of standard operating procedures.
- Draft correspondence/handle communications as requested by the Provost.

PENDING FUNDING

QUALIFICATIONS

- Bachelor's degree required.
- Three to five (5) years' experience in higher education or HR environment as an administrative assistant to a chief executive or senior officer.
- Excellent organizational, interpersonal and problem solving skills required.
- Strong writing and research skills, including Internet research is essential.
- The ideal candidate has the ability to develop, implement, and interpret policies and procedures and effectively communicate sensitive information verbally and in writing to a diverse population.
- Maintain flexibility in supporting academic offices.
- Good judgment, discretion, and ability to maintain confidences are necessary.
- The appropriate level proficiency with word processing and spreadsheet applications is needed i.e. google docs, excel spreadsheet, CAMS, etc.
- Must have strong organizational skills, ability to work independently and critical thinking ability.
- Ability to handle diverse tasks and ability to multi-tasks.
- Detail-oriented.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

PENDING FUNDING

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date