JOB POSTING
OFFICE OF HUMAN RESOURCES
October 4, 2021

POSITION: Executive Assistant to President & Secretary to the Board of Trustees

DEPARTMENT: President’s Office

DIVISION: President

HOURS: Full-Time, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m.

GENERAL RESPONSIBILITIES: Responsible for providing office management and secretarial/administrative support to the President. Also functions as secretary to the Board of Trustees responsible for all arrangements and logistics associated with all Board functions and meetings. Performs administrative functions that require a thorough knowledge of Northeast College policies, procedures, and operations and an understanding of the College’s role within the community and professions it is associated. The Executive Assistant has recurring contact with members of the Board of Trustees, Senior Staff, public and private individuals, the media, students, and alumni. The Executive Assistant to the President exercises initiative and independent judgment in managing the President’s schedule and the office’s daily activities. The Executive Assistant to the President uses discretion in the dissemination of information to faculty, students, staff, and the various stakeholders served by the College and coordinates activities with several major subordinate administrative units of the College.

SPECIFIC RESPONSIBILITIES:

President’s Office

1. Draft letters, announcements, reports, and other correspondence for the President’s signature.

2. Assists the President in oversight functions by reviewing, monitoring, and processing for approval College personnel and Board of Trustee expense reimbursements and other payment request forms, time sheets, and reviewing correspondence and documents prepared by other offices, checking the documents for completeness and accuracy, then presenting them for the president’s signature.

3. Provides strategic assistance to the President in establishing priorities for the office and for the President’s external and internal commitments. Facilitates the efficient utilization of the President’s time through development and coordination of calendar of appointments, meetings, social engagements, and College and community functions with individuals and groups. Keeps the President informed of appointments and provides background information for meetings.
4. Generates and manages an efficient workflow of the office.

5. Facilitates efficient and cost-effective official travel for the President and other official visitors by making travel arrangements and preparing associated approval forms and expense reports for travelers. Ensures President has all necessary materials for trips.

6. Coordinates the flow of incoming communications and outgoing communications by receiving, routing, and/or responding to incoming communications and determining the appropriate office, department, or agency for outgoing communications.

7. Performs records management of a complex filing system by overseeing the filing system, creating files and records as necessary using judgment and knowledge of office requirements, updating files and records, determining retention, and purging schedules, and retrieving files and documents as needed.

8. Works closely with the President in managing public relations and generating content and monitoring social media outlets.

9. Maintains a proficiency in appropriate technology required to run the office.

10. Serves as the contact person and oversees any approval required for community events on campus.

11. May serve and/or lead College committees and collaborate/serve on community boards with education institutions, community, civic, and professional organizations; Support continuous improvement, recruitment, enrollment, and retention strategies to advance student success; Support continuous improvement and maintain positive relationships with employees to advance the College’s mission.

12. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of diverse cultures and/or backgrounds.

13. Remains competent and current through self-directed professional reading, developing professional relationships with colleagues, attending professional development seminars, and attending training and/or courses as required by the President.

14. In absence of President, handles routine requests and problems. Refers matters to other staff members if warranted.

15. Facilitates the success of events hosted by the President's office by scheduling events with appropriate offices and agencies, advising/contacting participants or invited guests, preparing agendas and programs, arranging for audiovisual and associated support equipment, using independent judgment regarding event alternatives, modifications, or last-minute changes, and coordinating or providing support during the events. At official functions, such as graduation, coordinates and attends to details for all Board of Trustee members and the President.

16. Maintains record of all President Council Members using the CAMS system. This includes tracking and posting payments, monitoring renewal dates, and sending out invoices and letters, making credit card payments and posting payroll deductions, and keeping the President abreast of status of membership.

17. Responsible for maintaining confidential college documents such as Senior Staff contracts, Council on Chiropractic Education (CCE) and Middle States Association (MSA) reports, etc.
18. Contributes to the overall success of the College by performing other essential duties and responsibilities as assigned.

**Board of Trustees**

1. Official Secretary to the Board of Trustees and College liaison to the Board. Plans and makes all arrangements for meetings of the Board. For any off-campus meeting, responsible for making site visit to hotel and meeting with appropriate staff to make arrangements. Composes committee schedule for each Board Meeting. Initiates and completes mailing to the Board announcing meetings. Drafts agendas for Board Meetings, which become part of the Board Book. Responsible for solicitation and compilation of information for Board Books and mailing completed Books to all Trustees and Senior Staff within the timeframe outlined in the Board By-Laws.

2. Takes minutes at Board meetings and posts / distribute them.

3. Responsible for maintaining and keeping abreast of Board By-laws, Committee memberships, and terms of office of all Trustees. Notifies Committee on Trustees when terms need renewal.

4. When new members are voted to the Board, responsible to obtain biographical information and update listings for all trustee members. Schedule and participate in orientation with President and Senior Staff. Assemble orientation booklet for all new trustees.

5. All other duties as assigned.

**QUALIFICATIONS:**

A Bachelor's degree, preferably in a business-related field, is preferred. At least five years of increasingly responsible secretarial or administrative experience is required which must include an extensive knowledge of general office procedures and practices.

Excellent verbal, written, and communication skills are required, i.e., the ability to communicate effectively verbally and through written correspondence as well as in communicating with individuals in one-on-one situations. A precise command of grammar, punctuation, spelling, and the correct usage of the English language is required. Attention to detail is required. Adeptness with multitasking is required. Computer literacy is required and includes keyboarding ability and proficiency with word processing, spreadsheets, and presentation software. Excellent organizational skills are required. Must be able to work independently, use initiative, and make substantive decisions quickly. The ability to develop knowledge of, respect for, and skills to engage with those of diverse cultures and/ or backgrounds is required.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

*Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

_Northeast College of Health Sciences is an Equal Opportunity Employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices._