



**Position Title:** Executive Assistant to Provost & Vice President of Academic Affairs

**Reports To:** Provost & Vice President of Academic Affairs

**Department:** Academic Affairs

**Classification:** Full-time, Salary Exempt, 12 months, Benefits Eligible

### **Position Overview**

The Executive Assistant to the Provost & VPAA will provide administrative support that will ensure efficient operation of the office. The Executive Assistant will support faculty, coordinators, and adjunct faculty through a variety of tasks as deemed necessary. Additionally, will provide customer-focused, quality support in a fast-paced environment.

### **Duties and Responsibilities**

- Serve as the initial point of contact with students, faculty, and staff
- Prepare agendas, assist with special projects and presentations
- Maintain supplies inventory, placing orders for supplies and equipment
- Maintain professional appearance at all times
- Handle sensitive information confidentially
- Maintain and coordinate appointment calendar and schedule appointments
- Provide routine schedule updates and briefs on subject matters prior to meetings as required
- Coordinate and confirm travel reservations and hotel accommodations
- Obtain and monitor a full range of office support services such as printing, maintenance, and supply services
- Direct visitors and callers from the campus community and the general public to the appropriate offices
- Screen calls and personally answers calls when the matter concerns routine and procedural requirements
- Control all incoming correspondence and route appropriately
- Draft brief letters, email, and memorandums on behalf of Provost & VPAA
- Manage the flow of office information/data
- Prepare presentation materials and correspondence
- Respond to donor, faculty, and staff inquiries as needed
- Perform additional tasks assigned by the Provost & VPAA

### **Minimum Qualifications**

- Associate degree with 3-5 years of (high level) Administrative experience. Bachelor's degree preferred

### **Knowledge, Skills, and Abilities**

- Knowledge of executive level administrative duties and clerical management
- Ability to compile and process computer data (database and spreadsheet formats) and to format/generate reports
- Advance knowledge of Microsoft Office Suite (i.e. Word, Excel, Publisher, PowerPoint, etc.)

- Excellent communication (written/verbal) and interpersonal skills
- Ability to manage multiple tasks in a timely manner
- Ability to utilize related automated systems and software
- Superior organizational, analytical, and planning skills
- Superior time management skills and the ability to prioritize work
- Excellent proof-reading skills

### **Working Conditions/Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**