Executive Assistant to the Provost

Office of the Provost

Position Summary: Under the broad supervision and direction of the Provost, provides administrative and secretarial assistance for the Office of the Provost.

Qualifications:

Requirements include the following:
• Requires a minimum of 3 -5 years of similar work experience, preferably in higher education.
• Strong secretarial, administrative, organizational, and office management skills.
• Baccalaureate degree.
• Excellent written and verbal communication skills; ability to edit and proofread documents.
• Ability to relate effectively to students, faculty, staff and the public with grace, professionalism and efficiency.
• Strong technology skills (word processing, spreadsheets, database management, PowerPoint, web editing, and desktop publishing).
• Proficiency in organizing and maintaining efficient and accurate records and filing systems.
• Ability to maintain discretion and complete confidentiality in day-to-day activities.
• Ability to take initiative, make decisions and to solve problems without close supervision.
• Ability to perform tasks accurately and in a timely manner with close attention to detail.
• Understanding of budget, personnel and faculty development procedures will be helpful.

Responsibilities:
• Serves as receptionist and office manager for the Office of the Provost.
• Handles off-campus and on-campus communication and responds when appropriate under the direction of the Provost.
• Provides telephone and voice mail reception; screens calls, relays messages and assists callers.
• Controls the Provost’s Google calendar; makes appointments and schedules meetings in cooperation with other staff. Assists the Vice Provost, Associate Provost and Dean of Curriculum and Educational Effectiveness with their calendars and setting up meetings as needed.
• Transcribes or types and distributes correspondence, speeches, reports, and written communication for the Provost; assures the accuracy of finished work.
• Prepares materials for the Academic Committee and the Diversity and Global Awareness Committee of the Board of Trustees. Takes minutes at their regular meetings.
• Plans and coordinates receptions, luncheons, dinners and other special events for the Provost.
• Maintains office petty cash.
• Coordinates the distribution of course evaluations. Works with the registrar’s office to get current semester course lists, orders scantron sheets and sets up work day with academic assistants to assemble packets. Ship evaluations for processing and distributes course evaluations back to department chairs in a timely manner.
• Coordinates visits for guests and candidates (travel and lodging arrangements and itineraries).
• Maintains complete and accurate office records (minutes, syllabi, correspondence, reports, faculty personnel records, etc.) and filing systems for the Office of the Provost.
• Maintains all faculty personnel files.
• Enters and maintains data of all part-time and full time faculty contracts using Datatel under the supervision of the Associate Provost. Enters background checks for those being considered for employment.
• Collects time off data each month for staff in the academic area.
• Maintains the Faculty Development Program financial records and disperses funds. Works with the Vice Provost on special allocations and keeping track of these. Additionally, keeps track of New Faculty Start-Up Funds.
• Works with the Associate Provost, Vice Provost, and Dean of Curriculum and Educational Effectiveness to coordinate details of special events.
• Enters all Vendorlink reimbursements.
• Responds to all inquiries concerning faculty employment, maintains records pertinent to such inquiries and completes files for all final candidates.
• Revises and updates the Faculty Handbook under the direction of the Vice Chair of the faculty.
• Works with Contribute to up-date the Provost’s pages as needed (including faculty meeting dates, posting new position openings etc.) and to help prepare monthly Provost’s Report.
• Works with the Provost to coordinate the yearly Major Honors dinner.
• Coordinates (with the Registrar) the purchase and distribution of honor cords.
• Works with the Provost and Faculty Council to coordinate details of the annual August faculty retreat.
• Coordinates communication among academic secretaries.
• Administers the Westmont in the Arts Program.
• Provides assistance and is a resource to other administrative assistants and offices in Kerrwood Hall as needed.
• Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Other duties as assigned.

Reports to: Provost

February/2015