



Job Title	Executive Assistant to the Director
PVN ID	HC-1806-002525
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Brookdale Center for Healthy Aging
Status	Full Time
Annual Salary	\$50,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Sep 29, 2018 (Or Until Filled)

General Description

GENERAL DESCRIPTION

Serves as the lead administrative assistant to the Director of the Brookdale Center. Is responsible for oversight of administrative matters for the director including making travel arrangements, preparing materials for presentations, designing and maintaining contacts databases, and maintaining the daily schedule; engages in liaison with various college offices, sponsor contacts, RF Departments, community leaders, community organizations, and academic partners as directed. May coordinate a broad range of day-to-day projects and administrative services.

Other Duties

OTHER DUTIES:

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- Coordinates day-to-day administrative activities based on the director's guidance and goals.
- Maintains accurate up-to-date calendars; briefs and prepares the director for the daily activities; alerts to upcoming important meetings and commitments; tracks correspondence, including email;
- Schedules meetings; screens guests, phone calls, and correspondence; determines nature of visit or inquiry; follows director's priorities for access;
- Coordinates all travel schedules, arrangements, reimbursements, and honoraria.
- Prepares written replies to basic or repetitive inquiries; when delegated, initiates action on day-to-day matters not specifically requiring the attention of the unit head.
- Coordinates large mailings from electronic and other lists;
- Assists in the gathering, preparation, and dissemination of information relating to the administration and

- management of the department or area;
- Locates basic information or background materials for the director; prepares summaries as directed; converts information to various presentation formats.
- Drafts, proofs, and assists with production of presentation materials, brochures, and other program materials;
- Implements processes to improve and streamline office administrative operations under direction of supervisor.
- Provides assistance and responds to verbal and written requests for information.
- Organizes and oversees scheduling and meeting details for committees, coalitions, and groups in which director participates (occasionally offsite).
- Creates and maintains system for director's paper and electronic files.
- Prepares administrative portions of grant submissions, including integration of the scientific or programmatic sections prepared by the director or designee.
- Attends meetings with or on behalf of the director; takes minutes; prepares summaries as directed.
- Prepares drafts of reports and documents for the director based on information and research gathered from basic sources;
- Proofreads or edits speeches or other presentation documents, correspondence, and reports created by others;
- Reviews incoming and outgoing submissions for completeness and accuracy;
- May review for equivalency the education and work credentials, including foreign education degrees, for staff and students using computerized sources or other documents; refers problem cases to supervisor;
- Undertakes special projects or assignments of a basic-to-complex nature requiring some independent judgment and exercising paraprofessional skill;
- May coordinate subordinate staff in fulfilling any of the above assignments.
- Assists in developing and tracking PAFs and PVNs for program positions.
- Other duties as assigned

Qualifications

CORE COMPETENCIES:

- Ability to organize, prioritize, and coordinate day-to-day projects and assignments;
- Ability to work independently and as part of a team;
- Ability to draft basic-to-complex business-related correspondence, minutes, summary documents, etc.;
- Ability to read, understand, and follow administrative policies and procedures;
- Ability to communicate effectively with diverse clients and staff, providing accurate and appropriate information; ability to articulate policies and procedures in response to inquiries;
- Ability to handle complaints, resolve conflicts, and refer issues appropriately to supervisors;
- Ability to identify administrative problems and correct incidents of poor service;
- Ability to organize and manage records and archival systems;
- Ability to handle multiple tasks and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments and satisfying customers/clients.
- Ability to evaluate the equivalency of educational qualifications of staff or students using prepared materials;
- Ability to coordinate the efforts of lower level support staff;
- Proficient in use of major software programs for supporting office operations: including but not limited to

software in support of word processing, spreadsheets, presentations, publications, mailings, web and internet, and email;

- Proficient in use of major RF administrative systems (or equivalent) for reporting on matters related to personnel, resources, schedules, tracking, purchasing, etc.
- Proficient in learning improved professional and technical skills.
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QUALIFICATIONS:

- A Bachelor's Degree from an accredited college and two (2) years of related work experience, preferably in the capacity of an Administrative Assistant or equivalent. AND
- Demonstration of the specific competencies required at the time of hire.