



EXECUTIVE ASSISTANT TO THE PROVOST

FULL TIME – EXEMPT POSITION

The Office of Provost seeks an experienced career administrative professional to work as a top-level executive assistant in a dynamic team-based setting. Although providing support to the Associate Provost and Director of Institutional Research, this individual will provide high caliber administrative support to EGCC's Provost in a one-on-one working relationship to ensure that his needs and functions are prioritized, organized and executed in order to maximize his productivity.

The executive assistant must be highly intelligent, resourceful and flexible with strong organizational ability and exceptional communications skills. This individual will possess demonstrated ability to serve as an extension of the provost to all constituencies with the utmost professionalism. This is a full-time, exempt position and is available immediately upon the selection of a successful candidate.

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term disability, sick/vacation leave and life insurance. Salary is based upon experience and commensurate with our salary administration plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides advanced, diversified administrative support to the Provost: manages a complex calendar to ensure prioritization of meetings and visitors; coordinates travel and prepares travel itineraries; prepares for meetings and takes minutes; composes correspondence and reports.
- Serves as liaison between the Provost's Office and the President's Office, deans, vice presidents, and other internal and external constituencies concerning the operations and activities of the office; keeps the Provost informed of all matters requiring his attention.
- Helps direct day-to-day office responsibilities and work assignments; ensures a cohesive and fair work environment; manages all employment aspects of direct staff reports and assists in conducting annual performance appraisals.
- Assists the Provost and Associate Provost in scheduling committee meetings; preparing documentation for committee review; preparing recommendations for Board of Trustees' approval; planning and facilitating faculty convocation and training.
- Assists with administrative searches: assists in coordinating search and screening committee responsibilities; facilitates extensive interview planning that may include both out-of-town and campus interviews, including itinerary and travel planning.
- Assists with event and meeting planning: venue selection; catering coordination; invitations; and event facilitation.
- Conducts general office duties: phone and email correspondence; customer relations; commencement participation; marketing liaison; research and preparation of complex documents that include PDFs, charts, graphs, and PowerPoints; web content updates; filing; answering phones; other general duties as assigned.
- Manages the student appeal log for the institution.
- Travel Requirements:
- Minimal travel required – ability to travel infrequently (i.e., annually) for activities such as developmental sessions at a centralized training center.

Required Qualifications:

- Ten years of administrative assistant or office-related experience; OR a certificate of completion of a related technical/vocational training plus Five years of experience; OR an associate degree plus five years of experience; OR a Bachelor's degree plus five years of experience.
- Ability to maintain a high degree of confidentiality, sensitivity and discretion.
- Project management skills and ability to meet deadlines, as well as the ability to keep administrators on task with their meeting preparations and project deadlines.
- Excellent interpersonal and proven customer service skills with the ability to communicate in a professional manner with the College community, senior members of administration, and students, Board of Trustee members and College partners.
- Event planning and facilitation experience.
- Ability to work effectively in a customer-service-based energetic office, and to manage multiple tasks in a timely and effective manner while remaining flexible.
- Effective organization and problem-solving skills, with the ability to work independently with limited supervision and to make decisions affecting the department.
- Ability to effectively interact and work collaboratively with office personnel in a team environment to meet office deadlines and prioritize workload appropriately. Willingness to adjust responsibilities as needed for the benefit of the office.
- Strong computer skills, including proficiency in Microsoft Office - Word, Excel, Outlook and PowerPoint – or similar programs. Database usage is a plus.
- Detail oriented in own work as well as in reviewing work of others.
- Ability to maintain a positive attitude and high level of professionalism.
- Ability to provide leadership, train others, and delegate workloads.
- Willingness to work some early morning, late or weekend hours for special events.
- Good understanding of the English language, including spelling, grammar and letter writing, and excellent proofreading skills.

Preferred Qualifications:

- Bachelor's Degree in Business Administration, Management, or related field
- Previous supervisory experience
- Experience with Adobe DreamWeaver, Qualtrics, Box, and DocuSign considered a plus
- Knowledge of higher education policies and state of Ohio Education procedures as well as accreditation processes and procedures.

Internal applicants should include an employee ID number in their letter of intent.

Interested applicants should send a letter of intent, resume, and the names and contact information of at least three (3) professional references to the Human Resources Department at the following email address:

careers@egcc.edu

Internal applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.